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AFR 12-50
Volume II

AIR FORCE REGULATION

Records Management

# DISPOSITION OF AIR FORCE RECORDS

# RECORDS DISPOSITION STANDARDS

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DEPARTMENT OF THE AIR FORCE

HQ USAF/DAQD RECORDS MANAGEMENT

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DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330-5000

AF REGULATION 12-50
Volume II
31 January 1986

## Records Management

# DISPOSITION OF AIR FORCE RECORDS

## RECORDS DISPOSITION STANDARDS

Volume II consists of decision logic tables (DLTs) which provide disposition authorities for all records created or accumulated by the Air Force. This volume applies to Air Force activities, including the Air National Guard, Reserve Forces, and contractors who create, accumulate or manage Air Force records. This regulation will not be supplemented without prior written approval from HQ USAF/DAQD(S), Washington DC 20330-5024.

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① The first number in the table number is based on the series number in AFR 5-4, Numbering Publications, which prescribes the creation or maintenance of the records listed in the table. The second number is assigned for control purposes only, to indicate the number of the table within a series, and does not correspond or relate to the same sequential numbered Air Force publication. For example, in table 10-1, 10 refers to the 10 series publication and 1 is the first table in the 10 series decision logic tables. The tables are arranged in numerical sequence by these numbers.

② The table title identifies the subject matter included in the table.

③ The column headings are assigned alpha designators so that each column may be quickly and accurately referenced in either written or oral communications.

④ Column A provides a general description of the records covered. Read down column A until you come to the category of records required.

⑤ Column B is a further general description of the records identified in column A. These descriptions also cover general categories of forms and reports. Determine what portion of the description applies to your particular situation. Use AFRs 0-9 and 0-12, and command 0-9s, to determine the prescribing directive for specific forms, and AFP 700-16 and comparable command publications for specific reports. A review of the DLTs in the same subject series should provide a general description of the forms, reports, or other records of the series.

⑥ Column C may indicate an organization or level of command where the records are filed; if not, the rule applies to any level accumulating the records described, and column C is left blank. (NOTE: As used in this regulation, major subordinate command refers to headquarters of an activity between a major command and subordinate elements to which authority has been delegated to initiate and promulgate policies and procedures or to exercise managerial control for a major segment of an Air Force- or command-wide function. This includes headquarters of numbered Air Forces, areas, regions, and comparable levels, and level code 3 in AFM 20-3.)

⑦ Column C may indicate a specific copy. If not, the rule applies to all copies, regardless of their location, except copies required by other directives to be given to individuals concerned or filed in personnel records.

⑧ Column D provides appropriate disposition instructions, based on conditions in columns A, B, and C.

⑨ Column D may refer to another table or rule for disposition. If so, cite the referenced table and rule on AF Forms 80 and 82.

⑩ An asterisk with the rule number indicates a new rule or a change in disposition authority (column D), or any major change in columns A, B or C.

> (NOTE: References in column D of DLTs to "NPRC (MPR)," "NPRC (CPR)," and "WNRC" refer to records centers indicated in volume I, attachment 1, paragraphs 1, 2, and 6, respectively. Use full name and geographical address, as indicated in volume I, attachment 2, when shipping records or corresponding with those centers.)

•**NOTES.** Explanatory notes or lengthy exceptions may be added to the end of a table as notes. When notes are referenced in a table title or rule, they are a part of the title or rule, and must be considered in applying the disposition standard(s).

•**Records Common to All or Several Functional Areas.** General correspondence files are covered by table 10-1, whether permanent or temporary, and pertain to all functional areas. Other records common to all or several functional areas, or for which there is no specific prescribing directive, are in the 10- or 11-series DLTs.

**Figure 1. How To Use the Decision Logic Table.**

**TABLE 34-1** ①

**PERSONNEL SERVICES** ②

| R U L E | A ③<br>If the records are or pertain to ④ | B<br>consisting of ⑤ | C<br>which are ⑥ | D<br>then ⑧ |
|---|---|---|---|---|
| 1 | morale and welfare program planning | studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities | | see table 215–1.<br>⑨ |
| 2 | support for religious, morale, welfare, and recreation facilities and activities | supply records; fund budgets (see note) | | see table 215–1. |
| 3 | professional entertainer records | locator cards for professional entertainers of foreign nationality performing in overseas military establishments | | see table 215–1. |
| 4 | private organizations' (PO) records | constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers | at responsible staff offices as designated by the installation commander<br>⑦ | destroy 1 year after discontinuance of the PO (see note). |
| 5 | | minutes of meetings and monthly financial statements | | destroy after 1 year or when no longer needed, whichever is sooner (see note). |
| *5.1 | Private organizations' (PO) records of types 2 and 3 POs as described in AFR 34-4<br>⑩ | financial audits and reviews | | destroy after 1 year or when no longer needed, whichever is sooner. (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy.) |
| 6 | reports on applications for vending stand locations | reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons | at HQ AFMPC/MPCSC | destroy after 3 years. |
| 7 | | | at MAJCOMS and intermediate commands | destroy after 3 months. |
| 8 | | | at installations | destroy after 2 years. |

NOTE: 'Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/bylaws (see volume I, paragraph 3-1b.)

•**Citing DLT References.** On AF Forms 80 and 82, cite the exact table and rule number which provides for the disposition of each series of records listed. Abbreviate by indicating "T" for table, and "R" for rule (for example, T10-1, R4). In correspondence, or other oral or written communications, cite specific table and rule number (for example, table 10-1, rule 4) and, if necessary, specific column (for example, 4A, 4D).

•**Cutoff Dates.** Cutoff dates, indicated in volume I, Chart 4-1 will be used unless otherwise indicated in the DLTs.

**Figure 1. Continued.**

**4. Administration Management.** This table covers the records of administrative studies that assess the need for administrative systems improvements. The workload and organizational data collected may result in the implementation of modern administrative systems.

TABLE 4-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | administrative systems studies | approved administrative system study proposals | at HQ USAF and MAJCOM approving authorities | destroy 1 year after system terminated or when no longer needed for reference, whichever is later. |
| 2 | | | at other activities | destroy when system terminated. |
| 3 | | disapproved proposals | | destroy 1 year after disapproval. |
| 4 | | data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records | | destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later. |

**5. Publications Management.** This table covers record sets of Air Force standard publications and other publications in the publications systems subject to AFR 5-1, Air Force Publications Management Program. It does not cover records which are printed or duplicated to meet distribution requirements, such as plans, programs, histories, studies, reports, correspondence, and other such records not included in the AF publications system.

TABLE 5-1

RECORD SETS OF PUBLICATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | regulations, manuals, supplements, staff digests | record set of each publication as prescribed in AFR 5-1 | at HQ USAF/MAJCOMs/major subordinate commands OPRs | retire as permanent (see notes 1,2,3,5,6,8). |
| 2 | | | below major subordinate commands which have MAJCOM or AF-wide applicability (see note 7) | retire as permanent (see notes 2,3,6,8). |
| 3 | | | below major subordinate commands which do not have MAJCOM or AF-wide applicability | destroy after 7 years (see note 2). |
| 4 | pamphlets | handbooks, booklets or brochures containing informative and instructional (rather than directive) material | | destroy when rescinded, superseded or obsolete, or when no longer needed (see note 4). |
| 5 | visual aids | charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc | | |
| 6 | headquarters operating instructions (HOIs) | record set of each publication as prescribed in AFR 5-1 | at HQ USAF OPRs | retire as permanent (see notes 2,3,8). |
| 6.1 | | | at MAJCOMs and major subordinate commands, and apply to the entire headquarters (such as HOIs) | destroy 2 years after superseded, rescinded or obsolete (see note 4). |
| 7 | operating instructions (OIs) | record copies and background material, if any, retained by offices of primary responsibility | at HQ USAF/MAJCOMs/major subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc., OIs) | destroy when superseded, rescinded, obsolete or no longer needed (see note 4). |
| 8 | | | below major subordinate commands | |
| 9 | bulletins | announcements, notices, temporary instructions or directive material of no permanent reference value, such as base and weekly bulletins (see table 7-1 for publications bulletins) | | |
| 10 | (RESERVED) | | | |
| 11 | recurring periodicals | official record set of individual issues, which includes a printed copy of each issue; edited manuscript (see rules 22 and 23); and related background material, such as records concerning the initiation, development, coordination, and approval of individual issues | at OPRs | destroy when superseded, rescinded, obsolete or when no longer needed (see note 4). |
| 12 | | newspapers/newssheets | | see table 190-1. |
| 12.1 | | TIG Brief record set | at HQ USAF | hold for 2 years then transfer to WNRC as permanent; offer to National Archives after 10 years in WNRC. |
| 13 | | telephone directories | at OPRs | see table 100-13. |

TABLE 8-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | recurring periodical systems | official record set for each approved recurring periodical in the system, including initial request and justification for issuance; cost data and specifications of periodicals and requests for approval; publications management office approval for issuance; each subsequent request and approval for change in specifications, funding, or quantitative requirements; OPR's current annual request for continuance, and the publication management office approval; and other correspondence between the OPR and the publications management office concerning the publication | at publications management offices or OPRs | destroy when recurring periodical is discontinued (see note 4). |
| 15 | specialized publications systems | official record set for each approved system of specialized publications, including initial request and justification for a special system of publications; publications management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publications management office concerning the system | at publications management offices | retire as permanent when publications system is discontinued (see note 8) (see also table 8-1). |
| 16 | | | at OPRs | destroy when publications system is discontinued. |
| 17 thru 20 | (RESERVED) | | | |
| 21 | printed or duplicated records | published plans, programs, histories, studies, reports, correspondence, and other published or reproduced records for distribution requirements, not subject to AFR 5-1 | | see appropriate tables elsewhere in this regulation. |
| 22 | manuscripts or proofs | manuscripts and drafts of proposed or revised publications, printer's galleys or page proofs, and other working or control data | at publications management offices or OPRs | destroy when printed publication is received and determined accurate. |
| 23 | | camera-ready | | destroy when no longer needed. |
| 24 | review of higher headquarters' publications for local implementation | forms used to determine what action an OPR intends to take on a higher headquarter's publications, and for follow-up | at publications management offices and result in review of an existing supplement | originals may be filed in supplement's record set as evidence of a special review, and rules 1 thru 3 apply. |
| 25 | | | at publications management offices and do not result in review of an existing supplement | destroy on completion of suspense action or after 3 months if follow-up on specified suspense action is not required. |
| 26 | | | at OPRs | |
| 27 | master and functional publication libraries | inventory record used to record data, discrepancies, corrective action and individual conducting inventory | at master and functional libraries | destroy upon completion of the next inventory. |
| 28 | | spot check record used to record date, discrepancies, corrective action and individual conducting spot check | | destroy upon completion of the next spot check. |

NOTES:

1. HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. HQ USAF/DAP(S) retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.

2. Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard

publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated on and after 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

3. AF Department publications prepared by a MAJCOM/SOA are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per HQ USAF HOI 12-1. Show the preparing activity (MAJCOM/SOA and office) in Item 6f of the SF 135.

4. Report material of historical or other significant value considered worthy of permanent preservation to HQ USAF/DAQD(S).

5. Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

6. If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications outlined in AFR 12-40. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/ printer copies are not authorized for this purpose. Approval to use archival microform must be granted by HQ USAF/DAQD(S).

7. Air Force Departmental publications prepared by the Air Force Standard Information Systems Center are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including background material, is assigned to the Center OPR responsible for the particular automated data system which the directive records. When retiring the record set to WNRC, the HQ USAF OPR is shown in item 6f (SERIES DESCRIPTION block) of the SF 135. "341" is shown as the Record Group in Item 6a and accession number is shown in Item 6c.

8. Offer to the National Archives in 5-year increments when 25 years old.

**6. Reprographics.** This table covers records on the requirements, procurement, production and cost control of Air Force reprographics (printing, duplicating, copying, microform and related processes); the acquisition, utilization, movement and disposition of reprographics equipment, and reports.

TABLE 6-1

REPROGRAPHICS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | controlled reprographics equipment | forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal) | at HQ USAF/ MAJCOMs/SOAs and approving and operating levels | destroy 1 year after equipment life in the AF (when equipment is transferred to another AF activity for use, also transfer the related records to gaining activity). |
| 2 | | disapproved requests for reprographics equipment | | destroy after 2 years. |
| 3 | uncontrolled reprographics equipment | forms and related records | at operating levels | destroy after equipment is dropped from AF inventory following salvage or turn-in of equipment. |
| 4 | in-plant services | job jacket files containing original matter, negatives, requisitions, correspondence, and allied papers for each printing job | jobs at printing plants not subject to reprinting | destroy 1 month after job completed. |
| 5 | | | jobs at printing plants subject to reprinting | destroy when obsolete. |
| 6 | | forms and correspondence for printing | at requesting activities | destroy upon receipt of job, or if used to prepare budget, destroy after 1 year. |
| 7 | | forms and correspondence that document the receipt and distribution of reprographics jobs | at printing, duplicating and micrographics activities | destroy after 1 month. |
| 8 | | forms, including requisitions, and correspondence for duplicating or micrographics work | at duplicating and micrographics activities | destroy 1 month after job completed. |
| 9 | | | at requesting activities | destroy upon receipt of job. |
| 10 | contractor services | forms, including requisitions, and correspondence related to printing, duplicating and micrographics work | at contractor facilities | hold for audit trail, then destroy 2 years after all exceptions have been cleared. |
| 11 | the Public Printer services and other federal printing sources | forms, including requisitions, correspondence, invoices, and specifications from reprographics procurement activities to the printing sources | at AF reprographics procurement activities | destroy 3 years after close of FY that job was completed or cancelled. |
| 12 | | accounting records, including requisitions, transfer of funds, vouchers, receiving reports, and related records | | destroy 3 years after the period covered by the account. |
| 13 | reprographics production | job logs, requisitions used in lieu of logs, data bases or other means of recording production | at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities | destroy 3 months after reporting production IAW AFR 6-1. |
| 14 | reports | in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards | at HQ USAF | destroy when 3 years old. |
| 15 | | | at MAJCOMs/SOAs and reporting activities | destroy 1 year after reporting period. |
| *16 | operating rules/notices --other than visual aids--applying to copiers | AF Form 1112, Copying Machine Limitation and Unlawful Reproduction; Office Copy Machine Identification Restrictions; and local operating notices | at copy managers' offices and posted on or near copiers | destroy when superseded or when machine has been permanently removed. |

**7. Publications and Forms Distribution Management.** This table covers records relating to policies and procedures for determining quantity requirements, distributing, stocking and requisitioning publications and forms required for Air Force use.

TABLE 7-1

PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | publications/forms requisitions and requirements | forms, other records, and related correspondence used to requisition or establish requirements for publications/forms | at customer and publications distribution offices (PDOs) | destroy when superseded, obsolete or no longer needed. |
| 2 | publications and non-accountable forms distribution status | stock record cards, re-order markers, inventory control records, distribution record cards, and similar control media | | |
| 3 | accountable forms distribution status | | | destroy 2 years after removal from active file (see note 3). |
| 4 | accountable forms accountability | receipts, destruction certificates, and related correspondence showing the issue, receipt or destruction of blank accountable forms (see note 1) | suspense copies of receipts | destroy when signed receipt is received. |
| 5 | | | signed receipts and destruction certificates | destroy 2 years after last serially numbered form in series has been issued or destroyed (see note 3). |
| 5.1 | | | customers' copies | if not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been issued or otherwise accounted for (see notes 2 and 3). |
| 6 | publications bulletins | bulletins issued to tell PDOs and their customers the status of publications and forms | at issuing activities and PDOs | destroy after 1 year. |
| 7 | | | accumulated by customers | destroy when no longer needed or after 1 year, whichever is sooner. |

NOTES:

1. For guidance concerning the destruction of unissued accountable forms, see AFR 7-1, paragraph 3-31 and AFR 7-2, paragraph 16c. AFR 12-50 does not provide disposition instructions for forms in their blank (unused) state.
2. If the prescribing directive for a particular accountable form requires that the receipts be attached to or maintained with accountability records, then apply the same disposition.
3. Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFR 12-50, volume I, chapter 6.)

**8. Special Publications Systems.** This table covers specialized publications authorized by AFR 5-1.

**TABLE 8-1**

**SPECIALIZED PUBLICATIONS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | specialized publications system initial approval | | | see table 5-1. |
| 2 | manuscripts or proofs | | | |
| 3 | technical orders (TOs) | record copy of each TO in the Air Force TO system (AFR 8-2) | at USAF TO Repository, USAF Technical Order System Section, Oklahoma City Air Logistics Center (OC-ALC/MMEDU) | destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory (EXCEPTION: see note 3). |
| 4 | | background material such as forms reports, correspondence and other records concerning initiation, preparation and issuance of, and changes to TOs | at issuing activities | destroy 2 years after TO is superseded, obsolete or rescinded. |
| 5 | characteristics guides | record set of each publication, which includes a printed copy of each issuance, edited manuscript (see table 5-1), printed copy of each form prescribed, document showing signature of approving authority, document showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication | | see table 80-4. |
| 6 | extension course material, OJT packages, and other training publications | | | see table 50-4. |
| 7 | specialized publications identified elsewhere in this regulation | | | dispose of per appropriate table and rule in AFR 12-50, volume II (see note 6). |
| 8 | communications security (COMSEC) codes and authenticator systems publications | | at AF Cryptologic Support Center, Electronic Security Command | retire as permanent each edition containing a change in content, format, or production principle (code generation media) (see notes 1 and 2). |
| 9 | Air Force Occupational Safety and Health (AFOSH) standards | | at HQ AFMSC/SGP and HQ AFISC/SEG | retire as permanent (see note 5). |
| 10 | Strategic Air Command Civil Engineering Manuals (SAC CEMs) | record copy of each SAC CEM as listed in SACR 0-7 | at issuing activities | destroy 6 years after supersession or rescission. |
| 11 | | background material such as forms reports, correspondence and other documentation concerning initiation, preparation, issuance and changes to SAC CEMs | | destroy 2 years after SAC CEM is superseded, obsolete or rescinded. |
| 12 | consolidated base personnel office letters (CBPOLs) | record copies of CBPOLs | at HQ AFMPC | destroy after 2 years (see note 4). |
| 13 | | copies of CBPOLs used as a policy reference file and maintained in control number sequence by calendar year | at CBPOs, MAJCOM DCS/P staffs, satellite personnel activities, and geographically separated units personnel offices | destroy after 1 year (see note 4). |
| 14 | AF Medical Materiel Letters (AFMMLs) | record copies | at the Air Force Medical Materiel Field Office (AFMMFO) | destroy after 25 years (see note 4). |

**TABLE 8-1. CONTINUED**

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | | copies of the AFMMLs | at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ SOAs, and USAF Reserve | destroy after 2 years (see note 4). |

NOTES:

1. Retain as current until the publication is rescinded, superseded or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject.) Remove from the current file, place in an inactive file and cutoff 31 December each year. Retire per AFR 12-50, volume I, paragraph 4-2 and chart 4-1. (NOTE: AF Departmental specialized publications prepared or issued by MAJCOMs or SOAs are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring, the HQ USAF OPR is entered in Item 5 of the SF 135, and "341" entered in Item 6a as the Record Group No. Indicate the preparing office (MAJCOM or SOA and office) in Item 6f of the SF 135. An accession number is obtained from the HQ USAF OPR Staff Documentation Manager and entered in Items 6b and 6c of the SF 135 before shipping the record sets to WNRC per HQ USAF HOI 12-1.) Record sets of documentation in rule 8 will be offered to National Archives when sensitivity and classification no longer prevent their use for historical research.
2. Regeneration criteria may be destroyed after they have been used and authorized for destruction by using units.
3. Prior to authorizing OC-ALC/MMEDU to destroy TOs on expiration of retention period, the responsible air logistics center (ALC) will:
   a. Insure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc.) have been satisfied.
   b. Insure through the ALC Staff Judge Advocate and HQ USAF/JAC that there are no unsettled claims, litigation or other incomplete actions involving a rescinded TO.
   c. Provide a listing and offer the TOs to the Director, Air Force Museum, Wright-Patterson AFB OH 45433.
   d. Obtain written permission from the data source to release TOs for museum use if they contain proprietary data. If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement.
4. Retain in current file until eligible for destruction.
5. Offer to National Archives in 5-year increments when 25 years old.
6. When a specialized publication is not described in AFR 12-50, volume II submit AF Form 525 and a sample of the publication to HQ USAF/DAQD(S) requesting establishment of disposition authority under the appropriate functional table.

**9. Forms Management.** This table covers records relating to general policies and procedures governing the production of forms, standards, methods, techniques, and operating procedures for effectively developing and using forms in the AF.

**TABLE 9-1**

**FORMS MANAGEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| *1 | Air Force Forms Management Program | records that reflect development, formulation and issuance of all basic plans, policies and procedures, and the managerial control of the AF-wide forms management program which encompasses development of standards, design, typography and specifications for, and consolidation, identification, registration and standardization of all forms created by AF activities | at HQ USAF and MAJCOMs | destroy when 6 years old; earlier disposal is authorized if the records are superseded, obsolete, or no longer needed for reference. |
| 2 | functional forms files | collection of current forms used for control, precedent, comparison and general reference | used in areas served by the particular forms management activity | destroy immediately discontinued, superseded, revised or replaced. |
| *3 | numerical forms files | approved AF Form 1141 and/or DD Form 67 (both titled Request for Approval of Form) submitted by OPR for the form, and all revisions; latest printing specifications; latest AF Form 1382, Request for Review of Publication and/or Form(s), showing status of the form; records about the form; a final draft/master or a copy of the current edition showing the OPR's approval; and a copy of each printed edition of the form | | destroy 1 year after obsolescence (see note). |
| 4 | (RESERVED) | | | |
| 5 | forms management reports | reports of forms management activities, progress, status, and costs | consolidated reports at HQ USAF | destroy after 5 years. |
| 6 | | | at MAJCOMs and major subordinate commands | destroy after 1 year. |
| 7 | | | at activities below major subordinate commands | destroy on completion of next report. |
| 8 | | Forms Management Activity Record (AF Form 1798) used to prepare Forms Management Progress Report (AF Form 1799) | | destroy after 1 year. |
| 9 | Forms Register (AF Form 1797) | control cards on command and office forms; show forms numbers, OPR, prescribing directives, reproduction actions, and costs | | destroy 1 year after date form became obsolete. |

**NOTE:** Printed copy of each prescribed form, including copy of request for approval and development of the form and the document that established the requirement, will be filed with the record set of the prescribing directive, as indicated in table 5-1, this regulation.

**10. Administrative Communications.** These tables cover general correspondence, messages, administrative orders and other administrative records not covered elsewhere.

**TABLE 10-1**

**CORRESPONDENCE, MESSAGES, AND PROJECT FILES**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | general correspondence (permanent) | letters, indorsements, memoranda, reports, and related data involving a variety of subjects (not appropriate for filing with other records series) and categorized under the AF Subjective Classification System except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility | at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs | retire as permanent (see note 1). |
| 2 | general correspondence (temporary) | categorized under the AF Subjective Classification System and created or received by any office not covered by rule 1 | | destroy after 1 year. |
| 3 | | duplicate files kept by action officers, supervisors, or supervisory or monitoring offices when record copies or official file copies are filed elsewhere in the same organizational element (see note 3) | | |
| 3.1 | | that portion of the correspondence files, categorized under the AF Subjective Classification System, that does not document policy making and program guidance | at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs (see note 4) | |
| 4 | transitory material | transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file | | destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. |
| 5 | reading file | extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file | | destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner. |
| 6 | message file | extra copies of messages, except those covered elsewhere in this table or table 100-14 or those filed with other records series used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature | | destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner. |
| 6.1 | | copies of separate series messages maintained as a policy reference file | | destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION: destroy EMCs and IMCs when superseded or rescinded by a formal publication). |
| 6.2 | | copies of ALPERSCOM and AIG 8106 "B" and "W" series messages used as a policy reference file and are in control number sequence within a calendar year | at MAJCOMs, CBPOs, satellite personnel activities and geographically separated unit personnel offices | destroy after 1 year (see note 5). |
| 6.3 | | record set of ALPERSCOM and AIG "B" and "W" series messages | at HQ USAF/MPEA and HQ AFMPC | destroy after 2 years (see note 5). |

TABLE 10-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 7 | office projects/studies | case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in table 25-1, cost studies, in table 173-1, R&D projects/studies in 80-series tables, or any other project or study covered elsewhere in volume II of this regulation) | at OPRs at any level and which result in issuance of a publication | include as background material to the publication and dispose of according to table 5-1. |
| 8 | | | at major subordinate command OPRs and above, and do not result in issuance of a publication | destroy 20 years after completion of project/study or when no longer needed. |
| 9 | | | below major subordinate command OPRs, and do not result in issuance of a publication | destroy 2 years after project/study is closed. |
| 10 | | background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings not needed to document the project/study | | destroy when no longer needed or on completion of the project/study, whichever is sooner. |
| 11 | | any of the material identified in rules 7-10 above and not needed to document other records series | at offices other than OPRs (such as monitoring, control or feeder offices) | |
| 12 | staff meetings and conferences (not covered elsewhere) | record copies of agenda, minutes and related correspondence (see table 25-3 for AF committee and board records and for sound recordings) not filed with another series | at major subordinate commands and above | retire as permanent (note 1). |
| 12.1 | | recorded in other series | | destroy after 1 year. |
| 13 | | record copies not filed with another series | below major subordinate commands | destroy after 1 year, on inactivation of activity, or when no longer needed, whichever is sooner. |
| 14 | | information copies not filed with another series | | |
| 15 | block assignment of address indicating groups (AIG) numbers | messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments | at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated) | place in inactive file on cancellation of the block; destroy after 1 year. |
| 16 | address indicating group case files | messages/letters of promulgation, copies of each modification or recap, and related correspondence | at cognizant authorities and AIG managers | destroy after 3 months (note 6). |
| 17 | form or guide letters | coordination copy of form or guide letters | at approving authorities | destroy when superseded or obsolete. |

NOTES:

1. Rule 1 applies to correspondence and other data of the type described in AFR 12-50, volume I, paragraph 3-4 which are not filed as, or filed with, a separate series identified elsewhere in volume II of this regulation. The file is not screened or a further segregation attempted to separate permanent from temporary when the file is cutoff or retired, except as provided for in AFR 12-50, volume I, paragraph 7-4b. Offer records to National Archives in 5-year blocks when latest record is 25 years old.
2. RESERVED.
3. Rule 3 applies when an entire file consists of duplicate copies maintained for monitoring purposes.
4. Offices which are subject to conditions in rule 1 will use rule 1 and 3.1 for their correspondence files.
5. Retain in active file until eligible for destruction.
6. Cutoff as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled.

**TABLE 10-2**

**ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | communications distribution | forms or similar media used to determine distribution made of incoming communications | | destroy after 3 months or when no longer needed, whichever is sooner. |
| 1.1 | | forms or similar media prepared for subject routing of terminated message traffic by the message distribution function of telecom centers | | destroy when superseded or obsolete. |
| 2 | | message registers/logs | | destroy after 6 months or when no longer needed, whichever is sooner. |
| 3 | administration communication reviews | message/correspondence review/improvement check lists and similar records used to review message or correspondence management | | destroy when no longer needed. |
| 4 | (RESERVED) | | | |
| 5 | suspense control | extra copies of communications, forms, notes, etc. | | destroy when reply is received or action is completed. |
| 6 | | file copies of transitory communications | | destroy when no longer needed or file with transitory material per table 10-1. |
| 7 | | file copies of nontransitory communications | | incorporate with appropriate record series per other tables when no longer needed. |

**TABLE 10-3**

**ADMINISTRATIVE ORDERS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | background material to orders in rules 2, 2.1 and 4 | letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity | organized and maintained per AFR 10-7 (see note 1) | destroy after 1 year (see note 1). |
| *2 | permanent orders | originals or record copies of G-series special orders and MO, movement orders | | retire as permanent (see note 3). |
| *2.1 | Temporary orders | originals or record copies of A-series, O-series, X-series, aeronautical, and reserve orders | | destroy after 56 years (see notes 4 and 5). |
| *3 | | originals or record copies and background material for M- and P-series special orders issued after calendar year 1966, T-series special orders, Y-series orders, squadron nonprefixed single numbered series special orders, and PA- PB-series special orders | | destroy 1 year after annual cutoff (see notes 1 and 5). |
| 4 | | M- and P-series special orders issued before calendar year 1967 | | destroy after 15 years (see note 1). |
| 5 | orders covered by rules 2 thru 4 | other copies distributed to any AF activity for information or other record purposes | | destroy when no longer needed, or apply same disposition as files they record (see other tables in this regulation), as appropriate. |

NOTES:

1. Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFR 10-7.

2. (RESERVED).

*3. Offer to National Archives in 10-year blocks when latest records in block are 25 years old.

*4. Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire, until no longer needed. When no longer needed, apply approved retention period.

*5. The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY

**to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-OCPO funded career program selections. "A" series is used for all military PCS orders, seperations and certain appointments. "X" replaces "A" for all other civilian PCS orders.**

**11. Administrative Practices.** These tables cover administrative records not provided for elsewhere in this regulation.

TABLE 11-1

OFFICE SUPPORT

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | office administrative files | records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do no serve as official records of the programs of the office (note 5) | | destroy after 2 years, or when no longer needed, whichever is sooner. |
| 2 | (RESERVED). | | | |
| 3 | (RESERVED). | | | |
| 4 | source, support or control data | working papers, drafts, stenographic notes, tapes that have been transcribed, charts, diagrams, or other graphic material used for briefings or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes | | destroy when no longer needed (see note 1). |
| 4.1 thru 4.6 | (RESERVED). | | | |
| 5 | (RESERVED). | | | |
| 6 | reports, controlled and uncontrolled (defined in AFR 178-7) (not covered elsewhere) (see note 3) | | at preparing activities | destroy when no longer needed. |
| 7 | | | at requiring activities | submit a records disposition recommendation per volume I, paragraph 1-2b. |
| 8 | | information copies | at monitoring or intermediate activities | destroy when no longer needed. |
| *9 | precedent files | extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action | | destroy when superseded, obsolete, or no longer needed, whichever is sooner. |
| 9.1 | (RESERVED). | | | |
| 10 | office instructions, additional duty handbooks/workbooks (see note 2) | collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see table 5-1) | | destroy when superseded, obsolete or no longer needed, whichever is sooner. |

**TABLE 11-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 11 | building or office services (not covered elsewhere) | records relating to automobile parking permits, office space assignments and coding, installation of communication equipment;, issuance of room keys, transportation services, locksmith services and related records | | |
| 12 | presentation aids (not covered elsewhere) | schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids, and related records | | |
| 13 | (RESERVED). | | | |
| 14 | general reference publications (see note 2) | master, functional, or operational files of publications (see AFR 5-31) and publications of other government agencies or private organizations which are not record copies and are maintained for general reference | | destroy when superseded, obsolete, or no longer needed, whichever is sooner. |
| 15 | technical/specialized reference materials (see note 2) | not record copies of published or reproduced reports, directives or other records; extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes | | |
| 16 | | not record copies of rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction | | report them to HQ USAF/DAQD(S) per Volume I, para 3-2. |
| 17 | organizational planning | organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere | at HQ USAF/MAJCOMs/major subordinate commands staff offices down to and including directorate or comparable level | retire as permanent one record copy (see note 4). |
| 18 | | | below organizational levels cited in rule 17 | destroy when superseded or obsolete. |

NOTES:

1. When disposition instructions for any material covered by these rules are predictable (such as "destroy when next machine listing is produced"), enter the predictable event, time, etc., as the cutoff instructions on the related AF Form 82. AF Forms 82 are not required for any material covered by this rule which is not filed or retained for any period of time. However, they may be identified on AF Forms 80 if specific material is identified, except working papers and drafts which are destroyed daily or during the course of normal business.
2. General reference publications and technical/specialized reference materials, office instructions, additional duty handbooks, workbooks and continuity folders, will not be reported on records management reports. However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.
3. When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of rule 8, this table.
4. Offer records to the National Archives in 5-year blocks when latest records is 25 years old.

*5. This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

TABLE 11-2

ADMINISTRATIVE RECORDS

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | congressional inquiries | nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance—such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters | at OSAF and HQ USAF | retire as permanent (see note 4). |
| 2 | | | below HQ USAF | destroy after 5 years. |
| 3 | | routine and noncontroversial communications from and to members of Congress relating to unclassified information—such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement, and inquiries from constituents about surplus property | at HQ USAF | destroy after 2 years. |
| 3.1 | | | at OSAF and all activities below HQ USAF | destroy after 1 year. |
| 3.2 | congressional travel | letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force | | destroy after 6 months or when no longer needed, whichever is sooner (see note 3). |
| 3.3 | (RESERVED) | | | |
| 4 | Joint Chiefs of Staff (JCS) documents | JCS papers implemented by the AF, and made a part of the AF documentation of the action implemented | | they have the same disposition as the records they document. |
| 5 | | JCS papers received for informational purposes only | | destroy when superseded, obsolete, or no longer needed. |
| 5.1 | | brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package | at HQ USAF/XOXJ | retire as permanent after 5 years (see note 4). |
| 5.2 | | | at other than HQ USAF/XOXJ | destroy after 3 years or when no longer needed, whichever is sooner. |
| 5.3 | | Air Force responses to JCS taskings (replies and support material) | at HQ USAF/XOXJ | retire as permanent after 5 years (see note 4). |
| 5.4 | | | at other than HQ USAF/XOXJ | destroy after 3 years or when no longer needed, whichever is sooner. |
| 6 | Secretary of the Air Force Orders (SAFOs) | formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFR 11-18, and related background data | record sets at SAF/AAA | retire as permanent (see note 4). |
| 7 | | | below SAF which are the basis for an AF publication | they become background material to the related publication (see table 5-1). |
| 8 | | | at HQ USAF and MAJCOM OPRs which are not the basis for an AF publication | retire as permanent (see note 4). |
| 9 | | | information copies | destroy when superseded, obsolete or no longer needed. |
| 10 | | (RESERVED) | | |
| 11 | | drafts and related background data which are disapproved for issuance as a SAFO or AF publication | | destroy after 2 years or when no longer needed, whichever is sooner. |

TABLE 11-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | host-tenant support agreements | formal agreements, with any modifications; memoranda of understandings, as required; reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units | | destroy 1 year after agreement is superseded or terminated. |
| 12.1 | interservice support agreements | agreements and related correspondence accumulated under AFR 400-27 and DOD 4000.19M | | |
| 12.2 | support agreements | agreements accomplished under other than AFRs 11-4 and 400-27 or procurement directives, and not included in rule 12 above | | |
| 12.3 | | information copies of host-tenant support agreements and other support agreements | | destroy when agreement is superseded or terminated |
| 13 | fund-raising campaigns | correspondence, receipts, invoices and similar or related records | | destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign. |
| 14 | General Accounting Office (GAO) and Defense Audit Service (DAS) reports | reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations | at HQ USAF | destroy after 5 years. |
| 15 | | | below HQ USAF | destroy after 3 years. |
| 16 | official visits/staff visits | requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences | at offices performing visits, and which are not made a part of or needed to document another records series covered elsewhere | destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner. |
| 17 | | | at offices or organizations visited, and which are not made a part of or needed to document another records series | destroy on completion of next comparable visit or when no longer needed, whichever is sooner. |
| 18 | | | at intermediate, monitoring or evaluating offices | destroy 1 year after all action has been completed. |
| 19 | | notifications of visits, itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports | at offices making visits, or at offices visited | destroy on completion of visit. |
| 20 | | visit schedules | | destroy when superseded or obsolete. |
| 21 | delegations/designations of authority and additional duty assignments | correspondence, forms, orders, and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation (see note 5) | | destroy when rescinded, superseded or obsolete. |
| 22 | officer of the day (OD) and charge of quarters (CQ) | reports of OD,SDO,CQ, and comparable duty officers | | destroy after 3 months. |
| 23 | reports on applications for vending stand locations | reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons | at HQ AFMPC/MPCSC | see table 34-1. |
| 24 | | | at MAJCOMS and intermediate commands | |

TABLE 11-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 25 | | | at installations | |
| 26 | community service program reports | | at HQ AFMPC/MPCASC | destroy when superseded, obsolete, or no longer needed. |
| 27 | | | at other than HQ AFMPC/MPCASC | destroy after 2 years. |
| 28 | | legal agreements and permits obligating the AF | | destroy when superseded, obsolete, or no longer needed. |
| 29 | locator or personnel data | cards, machine listings, rosters and comparable data | | destroy when superseded, or on reassignment or separation of individual (see note 1). (See table 182-2 for postal directory.) |
| 30 | duty rosters | rosters, forms and other records | | destroy after 6 months or on inactivation of unit, whichever is sooner. |
| 31 | individual record of duty | cards used for military personnel | | destroy 6 months after card has been filled; or destroy immediately after individual is separated or transferred; or on inactivation of unit, whichever is sooner. |
| 32 | | cards used to record attendance of contract technical service and similar personnel | | destroy when no longer needed for audit purposes. |
| 33 | internal inspections/self-inspection checklists/inventories (not covered elsewhere) | letters, checklists, report of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere | | destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner. |
| 34 | overtime requests | form record of approval or disapproval of overtime, holiday premium pay, and compensatory time | at supervisory, approval authority, or administrative level | destroy when records are 3 payroll years old (see note 2). |
| 35 | gifts from foreign governments to AF personnel, consultants and their dependents | background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions | | destroy after 30 years or when no longer needed, whichever is sooner. |
| *36 | flexitime attendance records | supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems | | destroy after 3 years or after GAO audit, whichever is sooner. |

NOTES:

1. When the reverse of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFRs 11-24 and 12-35.)
2. Documents may be retained in office until eligible for destruction.
3. When congressional travel records are used as background for case files, their disposition will be the same as the files they support.
4. Offer to National Archives in 5-year blocks when latest record is 25 years old.
5. See table 40-1 for civilian personnel office authorities, table 70-5 for designation and appointment of contracting officers, table 182-2 for appointment of unit mail clerk, and table 177-17 for appointment of cashiers and agents.

**TABLE 11-3**

**WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | vital statistics | applications, licenses, certificates, reports, registers, logs, etc., pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments, and related records | at Wake Island | hold indefinitely on Wake Island (see note). |
| 2 | notaries public | applications for appointment as notary, recommendations, letters of appointment, logs and registers used to record notarization of records, and related records | | |

NOTE: If jurisdiction over Wake Island is transferred to another agency, contact HQ USAF/DAQD(S) for disposition instructions.

12. ***Records Management.** These tables cover policies and procedures governing the creation, maintenance, disposition, preservation, storage and retrieval of records. They also include records on the management of microform systems, the Freedom of Information Act Program and the Privacy Act Program.

TABLE 12-1

*RECORDS MANAGEMENT PROGRAM

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | records management planning | records pertaining to development, establishment, supplementation, and issuance of records management policies and procedures governing conduct of AF- and command-wide records management program (see AFR 12-1) | | destroy when 6 years old or when no longer needed, whichever is later (see notes 2 and 7). |
| *2 | files maintenance and disposition | Files Maintenance and Disposition Plan (AF Form 80), Files Disposition Control Label (AF Form 82) and related records | | destroy when superseded, obsolete, or no longer needed. |
| *2.1 | | electronic files of files maintenance and disposition plans and disposition control labels | | erase when obsolete, superseded or no longer needed. |
| 3 | retirement, transfer, or shipment of records (SF 135, SF 258) | forms and related correspondence used to retire, transfer or ship records (see note 4) | at offices of initiators below HQ USAF for records placed in staging areas | destroy when no longer needed (see note 5). |
| 4 | | | at office of record manager (RM) for records placed in staging areas | destroy when all records listed have been retired or destroyed (see note 5). |
| 5 | | | at RMs, command records managers (CRM) and other offices for records retired to records centers | destroy when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later (see note 5). |
| 6 | | | at RM, CRM, and other offices for records transferred between AF activities and between AF activities and other agencies | destroy after 1 year or when no longer needed, whichever is later. |
| *7 | | electronic files of forms or related records used to retire, transfer or ship records | | erase when obsolete, superseded or no longer needed. |
| 8 | (RESERVED) | | | |
| *9 | records disposition recommendations | recommendations for new or revised disposition instructions for AF records | at HQ USAF/DAQD(S) | destroy when related records are destroyed, or transferred to National Archives, or when no longer needed for administration or reference purposes. |
| 10 | | | at records management offices reporting directly to HQ USAF/ DAQD(S) | destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFR 12-50; 1 year after disapproval; or when no longer needed, whichever is later. |
| 10.1 | | | at activities other than rules 9 and 10 | destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFR 12-50; or 1 year after disapproval. |
| 11 | records management reports | annual or other reports of records holdings and disposition | at HQ USAF/DAQD(S) | destroy after 3 years, or when no longer needed for reference or analysis, whichever is later (see note 7). |

**TABLE 12-1. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *12-13 | (RESERVED) | | | |
| 14 | microform systems (previously, records storage and retrieval (RS&R) systems) | records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems | approved systems at HQ USAF/DAQD(S) | destroy 6 years after formal system cancellation. |
| 15 | | | approved systems at records management offices below HQ USAF and implementing offices | destroy when system is cancelled (EXCEPTION: forward to HQ USAF/DAQD(S), system records not previously submitted). |
| 16 | | | disapproved systems at HQ USAF/DAQD(S) and MAJCOM/DADs | destroy 6 years after disapproval. |
| 16.1 | | | disapproval systems at originating offices | destroy 2 years after disapproval. |
| 17 | other records management operations | records related to requests for filing equipment, presentation of training courses, and other records management operations not covered elsewhere | at records management offices | destroy when no longer needed (see note 7). |
| *18 | Microform Service Centers (MSCs) and Microform Production Facilities | requests for approval with supporting records and records of approval | at approving offices | destroy 10 years after inactivation of MSC. |
| *19 | | | at implementing levels at other than approving offices | destroy on inactivation of MSC (note 9). |
| 20 | microform system reports | annual or other reports of microform system operations, related equipment and cost data, and summaries of such reports | at HQ USAF/DAQD(S) | destroy after 6 years. |
| 21-22 | (RESERVED) | | | |
| 23 | Freedom of Information Act (FOIA) Program | correspondence relating to administering the FOIA | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 24 | | requests for information granting access to all requested records | | destroy after 2 years. |
| 24.1 | | official file copy of requested records | | dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later. |
| 25 | | requests for information responding to requests for non-existing records, to requesters who provide inadequate descriptions, and to those who fail to pay required fees | | destroy after 2 years. |
| 26 | | denials of access to all or part of records requested | not appealed | destroy after 5 years. |
| 27 | | | appealed | destroy 4 years after final determination by the Secretary of the Air Force, or 3 years after final adjudication by courts, whichever is later. |

**TABLE 12-1. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 27.1 | | official file copy of requested records under appeal | | dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later. |
| 28 | | files maintained for control purposes, including registers and similar records listing date, nature of request and name and address of requester | at FOI managers' offices | destroy 5 years after date of last entry. |
| 29 | | annual report to the Congress | at HQ USAF/DAQD(S) | retire as permanent (see note 8). |
| 30 | | (RESERVED) | | |
| 31 | | other reports | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 32 | | receipts for monies, cash collection sheets, and related accountable records | at FOI managers' offices | see table 177-17 and note 3 below. |
| 33 | | legal opinions | | see table 110-1. |
| 34 | engineering data service/support centers (EDSCs) on non-AFLC bases (see note 6) | records pertaining to development, establishment, supplementation, and issuance of management policies and procedures governing EDSCs or other comparable systems | at HQ USAF/ MAJCOMs/SOAs/DRUs records management offices | destroy 6 years after system cancellation (see note 7). |
| 35 | | requests for establishment, supporting records and approval/disapproval correspondence | at approving offices | destroy 1 year after termination of system. |
| 36 | | | at implementing offices | destroy upon termination of system. |
| 37 | | | disapproved at HQ USAF/ MAJCOMs/SOAs/DRUs records management offices | destroy 6 years after disapproval or on inactivation, whichever is sooner (see note 7). |
| 38 | | | disapproved at originating offices | destroy after 1 year. |
| 39 | engineering data and drawings | reference copies of data maintained to service requesters | at EDSCs | destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see table 67-15, rule 5). |

**NOTES:**

1. RESERVED.
2. If the records results in the issuance of a publication, it is handled according to table 5-1.
3. When small volume makes it more practical, file and dispose of with records in rule 24.
4. See NOTE in AFR 12-50, volume I, chart 7-3 for procedure when the SF 135 is used as a receipt for classified records.
5. Forward to the next higher records management office on inactivation.
6. Records created as a result of AFR 12-41, prescribing directives for EDSCs on non-AFLC bases, will be disposed of per this table. Records created as a result of AFR 67-28 prescribing directive for EDSCs located on AFLC bases will be disposed of per 67-series tables.
7. Retirement to federal records centers is not authorized.
8. Records will be offered to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., 1970-74 records to be offered in 1990).
9. Dispose of records pertaining to management of MSCs and Microform Production Facilities in accordance with applicable tables elsewhere in this regulation.

**TABLE 12-2**

**PRIVACY ACT PROGRAM**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Privacy Act general administrative files | records relating to the general administration of the Privacy Act of 1974, the AFR 12-35 and AFPs 12-36 and 12-38 which are functional guidance, clarification and operating determinations not covered elsewhere in this table | | destroy when superseded, obsolete or no longer needed. |
| *2 | Privacy Act case files | requests from and replies to individuals on whether a system of records contains a record pertaining to them which are not concurrently processed as requests for access or amendment of records (excluding the official file copy of the record requested) | | |
| *3 | | requests from and replies to individuals for access to or amendment of records pertaining to themselves and which are processed under the Privacy Act (AFR 12-35) and include approvals, denials, appeals, statement of disagreements, summaries or statements of AF reasons for not amending records, and all actions from initial request through final appeal (excluding the official file copy of the record requested) | for requests totally granted | destroy 2 years after date of reply. |
| *4 | | | for requests totally or partially denied and not appealed | destroy 5 years after date of reply. |
| 5 | | | for requests totally or partially denied and are appealed, exclusive of records in rule 6 | destroy 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later. |
| 6 | | | statements of disagreement and AF justifications for refusal to amend a record which are filed with the subject individual's record, or maintained so as to permit ready retrieval and referral whenever the disputed record is disclosed | disposition is the same as the individual's record, or 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later. |
| 7 | accounting of disclosures | records used for maintaining an accurate accounting of the date, nature and purpose of each disclosure of a record from a system of records to any person or another agency as required by AFR 12-35, and which show the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable; either filed in or maintained separately from the records to which they pertain | | hold for the life of the disclosed record or destroy 5 years after the date of disclosure, whichever is later (see notes 1, 3). |
| 8 | reports of systems of records | records relating to preparation, coordination and submission of notices of systems of records for publication in the Federal Register, including reports of new or changed systems, public or government agency comments and responses, published systems notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records | at HQ USAF/DAQD(S), Privacy Act offices, and offices of systems managers | destroy 2 years after discontinuance of the system of records or on disapproval of a system. |

**TABLE 12-2. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| *9 | official file copy of requested record | | | dispose of in accordance with disposition instruction for the related record, or with Privacy Act request, whichever is later. |
| 10 | (RESERVED) | | | |
| *11 | Privacy Act reports | Privacy Act Program annual reports | at HQ USAF/DAQD(S) | retire as permanent (see note 4). |
| *12 | | feeder reports and inputs | at HQ USAF, MAJCOM and base Privacy Act offices and offices of systems managers | destroy after 2 years or when no longer needed, whichever is sooner. |
| 13 | receipts for monies | receipts, cash collection sheets and related data maintained by offices collecting fees for copies of records | | see table 177-17 (see note 2 below). |
| 14 | legal opinions | opinions establishing precedent or based on precedent opinions | | see table 110-1. |

NOTES:

1. Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this regulation.
2. Small volumes of money receipts may be filed and disposed of with documentation in rules 3, 4 or 5, as applicable.
3. Action correspondence for disclosure or the AF Form 771, Accounting of Disclosures, or both, that are used to input data into the Privacy Act Tracking System (PATS) may be destroyed after 1 year or when no longer needed, whichever is sooner. PATS serves as the accounting of disclosure of record in these cases.
4. Offer to the National Archives when 15 years old.

**19. Environmental Planning.** These tables cover records pertaining to policies, procedures, responsibilities for implementing national environmental standards such as pollution abatement, air pollution control, environmental plans, programs and projects for land and facilities, the historic sites program and related information.

TABLE 19-1

ENVIRONMENTAL PLANNING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | pollution incident report or operations event/incident report | telegraphic details of the incident | at HQ USAF/MAJCOMs | destroy after 1 year or when no longer needed. |
| 2 | | | at installations | destroy after 5 years. |
| 3 | environmental assessments | project description, discussion of environmental impact of the project and related papers | at MAJCOMs/bases | destroy when no longer needed (see note 5). |
| 4 | draft or final environmental statement or overseas environmental studies | detailed project description and discussion of environmental impact of the project and related papers | at HQ USAF | |
| 5 | | | at MAJCOMs and bases | |
| 5.1 | Environmental Protection Committee Meeting Minutes | minutes of meetings | | destroy after 2 years. |
| 5.2 | Environmental Pollutant Control Report, Environmental Management-By-Objectives, or Trash and Waste Recycling Proceeds Report | data submission | | |
| 6 | National Pollutant Discharge Elimination System (NPDES) applications/permits | wastewater discharge applications and permits | at bases/stations | destroy when superseded or obsolete (see note 1). |
| 7 | | | at MAJCOMs | destroy when superseded or obsolete. |
| 8 | pollutant analysis reports (see note 2) | records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation | at bases | destroy after 3 years. |
| 9 | | | at USAF Occupational Environmental Health Laboratory (USAF OEHL) | destroy after 10 years. |
| 10 | violations of environmental standards | reports of violations and actions taken, including programming actions and operational modifications | at bases | destroy 3 years after the last action taken to correct the violation. |
| 10.1 | notice of violation | official notices from regulatory agencies | | destroy 2 years after compliance has been achieved. |
| 11 | sampling point master record | | at installation bioenvironmental engineering activities | destroy when installation closes or AF is relieved of accountability. |
| 12 | emission inventory | inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports | | destroy when updated inventory is prepared. |
| 13 | accumulation and disposition of recoverable and waste petroleum products | statistical summaries of quantities and methods of disposition | at MAJCOMs, San Antonio Air Logistics Center and installations | destroy 3 years after date of summary. |
| 14 | plan for recoverable and waste petroleum products | plans and supporting data | | destroy when obsolete, superseded or no longer needed. |

**TABLE 19-1, CONTINUED.**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 15 | operations and maintenance of Solid Waste Disposal Facilities (landfill operations) | detailed facility description, correspondence, and related records | bases/stations | destroy after 50 years (see notes 3 and 4). |

NOTES:

1. When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for extension to HQ USAF/DAQD(S).
2. See table 161-5 for drinking water analyses.
3. Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc. (See table 87-5, Real Property Accountable Documentation, and table 88-3, Air Base Planning Records.)
4. Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to HQ USAF/ DAQD(S) for approval of the revised retention period.
5. Not authorized for retirement to federal records centers.

**TABLE 19-2**

**INTERAGENCY AND INTERGOVERNMENTAL COORDINATION OF LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Air Installation Compatible Use Zone (AICUZ) | studies and amendments | at any organizational level | retire to the National Archives when AF is relieved of accountability for the installation (see note). |
| 2 | | case files of correspondence and supporting records | | destroy when superseded or when AF is relieved of accountability for the installation. |
| 3 | | maps and overlays (vicinity/flight track/accident potential zone (APZ)/noise zone, compatible use district (CUD)) | | destroy when AF is relieved of accountability for the installation. |
| 4 | | operational and maintenance data, consisting of forms, letters and related records concerning flight tracks, types of aircraft, number of operational altitudes, aircraft ground maintenance operations, computer chronicles, etc. | | |
| 5 | | AICUZ Handbook | | destroy when obsolete, superseded or no longer needed. |
| 6 | | AICUZ Implementation and Maintenance Plan with supporting data | | |
| 7 | Coastal Zone Management, Floodplain Management and Wetlands Protection Actions | letters, messages, consistency determinations, state plans, Environmental Impact Statements (EISs), etc. | | destroy when superseded, or retire or destroy with the project, program or plan which they support. |
| 8 | controversial issues | letters, messages, media releases, reports, analyses, etc. | | destroy 7 years after the controversy has been cleared or when AF has been relieved of accountability for the installation. |
| 9 | Memoranda of Understandings (MOUs) | letters, messages, comments on MOUs | | destroy when superseded. |
| 10 | Office of Management and Budget Circular A-95 submissions | letters, messages, comments | | dispose of with related project, program, plan which they support. |

NOTE: Upon retirement to the National Archives, the records covered by rule 1 will be screened by the National Archives Center for Cartographic and Architectural Archives, and only selected map enclosures will be retained permanently while the remainder of the records will be destroyed by the National Archives.

**25. Management Engineering.** These tables cover records relating to general policies and procedures governing the conduct of management advisory studies and work measurement program, as well as boards and committees.

**TABLE 25-1**

**MANAGEMENT ENGINEERING RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | productivity enhancement studies (includes management advisory studies) (see note 1) | associated feasibility studies, study proposals, requests, and memoranda with related records | approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET) | destroy 3 years after implementation action is taken on the final study report. |
| *1.1 | | | approved proposals/requests later rejected, held at AFMEA, MAJCOMs or CMET | destroy 2 years after rejection of report. |
| *2 | | | disapproved proposals/requests held at AFMEA, MAJCOMs or CMET | destroy 1 year after disapproval action. |
| *3 | | study plans and reports with related records for submission of management advisory study reports | approved for implementation, held at AFMEA, MAJCOMs or CMET | destroy 3 years after implementation of the study recommendations. |
| *4 | | | rejected by the approving authority, held at AFMEA, MAJCOMs or CMET | destroy 2 years after study rejection. |
| *5 | | (RESERVED) | | |
| *6 | | (RESERVED) | | |
| *7 | | study indexes | at AFMEA and MAJCOMs | destroy when superseded. |
| *8 | (RESERVED) | | | |
| *9 | (RESERVED) | | | |
| *10 | (RESERVED) | | | |
| *11 | (RESERVED) | | | |
| *12 | (RESERVED) | | | |
| *13 | manpower standards studies (see note 1) | associated feasibility studies, memoranda, and measurement plan (MEAS-PLAN) with related records | for AF standards at Functional Management Engineering Team (FMET) or designated lead team | destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply. |
| *14 | | | (RESERVED) | |
| 15 | | | for command standards at command lead teams | |
| *16 | | | for AF standards at MAJCOMs. SOAs, and input teams | destroy after publication of the manpower standard. |
| 17 | | | for command standards at MAJCOMs, SOAs and input teams | |
| *18 | | measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP, including standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments | for AF standards at FMET or designated lead team | destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. |
| *19 | | | (RESERVED) | |
| 20 | | | for command standards at command lead team | |
| *21 | | | for AF and command standards at MAJCOMs or participating input teams | |

TABLE 25-1. CONTINUED.

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *22 | | final report (FIN–REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports | for AF standards at FMET or designated lead team | |
| *23 | | | (RESERVED) | |
| 24 | | | for command standards developed by a command lead team | |
| *25 | | computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analysis products | for AF standards at FMET or designated lead team | destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer. |
| *26 | | | (RESERVED) | |
| 27 | | | for command standards developed by command lead team | |
| *27.1 | | computer entries of rules 22, 24, 25 and 27 computerized output products | at AF Design and Service Center and MAJCOMs/bases data automation offices | destroy (cancel) in accordance with rules 22, 24, 25 and 27. |
| *28 | | standards maintenance records including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate, for AF and command standards | | destroy on the same basis as the original FIN–REP to which they pertain. |
| 29 | | recorded manpower guides defining manpower allowances with supporting records | at the preparing activity | destroy 1 year after guide is superseded or obsolete. |
| 30 | | | at the using activity | destroy when superseded or obsolete. |
| *31 | | disapproved manpower standard studies coordinated through the FMET or AFMEA study staffing process | | destroy 2 years after disapproval as a standard or, if it is determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply. |
| *32 | | existing reports and supporting records for standard studies that have been cancelled during development for AF or command standards | | destroy 2 years after cancellation. |
| *33 | Air Force Manpower Standards (AFMS) | record set of each publication, which includes a printed copy of each issuance; edited manuscript; record showing signature of approving authority; record showing latest review by approving authority and related background, such as records relating to developing, coordinating, and issuing each publication | at issuing activity | retire as permanent (see note 2). |
| *34 | | | at preparing activities | destroy 1 year after AFMS is superseded, obsolete or rescinded (see note 1). |
| *35 | management engineering program status and schedule report (RCS: HAF-MPM(Q)(7121) (see note 1) | AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule | at MAJCOMs and SOAs | destroy 3 years after date of report. |

**TABLE 25-1. CONTINUED.**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *36 | Air Force MEP master schedule (see note 1) | schedule with related records | at AFMEA | destroy when no longer needed. |
| *37 | | | at MAJCOMs and SOAs | destroy 1 year after supersession or when no longer needed. |
| *38 | | | at AFMEA or using activity | destroy when superseded. |

*NOTES:

1. These records are not authorized for retirement to federal records centers.
2. Offer to the National Archives in 5-year blocks when latest records is 25 years old.

**TABLE 25-2**

**PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | productivity measurement and evaluation | data and information in correspondence, reports, and other sources used to prepare the annual federal productivity report or assess internal Air Force productivity | at functional managers as an input to the consolidated AF report | destroy when year covered by report is earlier than current base year of program. |
| 2 | | | at HQ AFMEA for preparation of the consolidated AF report | destroy when no longer needed. |
| 3 | | | not an input to the consolidated AF report | |
| 4 | | studies associated with development or refinement of productivity measurement systems | | destroy when no longer needed or superseded. |
| 5 | productivity goals | data and information in correspondence, reports, and other sources used to prepare the annual Air Force Productivity goals report or establish other internal Air Force productivity goals | at functional managers | destroy when no longer needed. |
| 6 | | | at HQ USAF and HQ AFMEA for preparation of the consolidated AF report | destroy after 3 years. |
| 7 | productivity enhancing capital investments | individual requests, summary records, status reports, and general correspondence for Fast Payback Capital Investment (FASCAP), Component Sponsored Investment Program (CSIP), and OSD Productivity Investment Fund (PIF) projects | approved requests at MAJCOMs/SOAs | destroy 2 years after close of FY in which approved project was amortized. |
| 8 | | | approved requests at HQ USAF and HQ AFMEA | destroy 3 years after close of FY in which approved project was amortized. |
| 9 | | | approved requests below MAJCOMs/SOAs | destroy 1 year after close of FY in which approved project was amortized. |
| 10 | | | disapproved requests | destroy 1 year after close of FY in which request was disapproved. |
| 11 | productivity enhancement | projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life | | destroy when no longer needed. |

**TABLE 25-3**

**COMMITTEE AND BOARD RECORDS**

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | AF committees (see note 1) | case files of each approved AF committee, including but not limited to directive or charter establishing the committee; resume of major points of interest concerning committee hearings and its general operations; terminating directive and final committee report and findings; including minutes of meetings and other papers relating to the establishment, revision or termination of individual studies or projects | recorders' records | retire as permanent (see note 2). |
| 2 | | | members' records, not made a part of another records series or not covered elsewhere in other tables | destroy when no longer needed. |
| 3 | advisory committees (see note 1) | case files of each approved advisory committee, including but not limited to Secretarial approval, charter, listing of members and all changes, waivers in committee rules, agenda, verbatim transcripts or notes of meetings, studies, analyses, reports or other data, compilations or working papers made available to or prepared by or for any such advisory committee, and any other data required by AFR 11-36 | recorders' records | retire as permanent (see note 2). |
| 4 | | | members' records not made a part of another records series or not covered elsewhere in other tables | destroy when no longer needed. |
| 5 | sound recordings | sound recordings of minutes of meetings of boards/committees | transcribed to paper records | destroy when transcribed (degauss and reuse magnetic tapes). |
| 6 | | | not transcribed to paper records | see rules 1 thru 4, as applicable. |
| 7 | administrative support records | records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations | chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables | destroy when no longer needed. |
| 8 | committee management officers' control files | monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees | for AF committees | destroy 1 year after termination of the committee. |
| 9 | | | for advisory committees | destroy when obsolete, no longer needed or on inactivation of committee. |
| 10 | reports of existing committees | annual reports of AF and advisory committees in existence, submitted according to AFR 11-36 | accumulated by HQ USAF Committee Management Officer | retire as permanent one copy of each inventory (see note 2). |
| 11 | | | accumulated below HQ USAF level | destroy after 2 years. |
| 12 | | | supporting feeder reports | destroy when no longer needed. |

NOTES:

1. Committees and advisory committees are defined and explained in AFR 11-36.
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**26. Manpower and Organization.** This table covers records relating to general policies and procedures governing the authorizing, allocating, utilizing and programming for military and civilian personnel.

**TABLE 26-1**

**MANPOWER AND ORGANIZATION**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | manpower authorization | computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program | as of the last day of each calendar month, at HQ USAF | destroy after 1 year. |
| 2 | | | as of the last day of each calendar month, at MAJCOMs | destroy after 6 months. |
| 3 | | | as of the last day of each fiscal quarter, at HQ USAF | destroy after 5 years. |
| 4 | | | as of the last day of each fiscal quarter, at MAJCOMs | destroy after 2 years. |
| 5 | | | as of the last day of each FY, at HQ USAF | retire as permanent (see note 3). |
| 6 | | | as of the last day of each FY, at MAJCOMs | destroy after 5 years. |
| 7 | | computer magnetic tapes or card decks containing data extracted from the manpower authorization file | | destroy when superseded or no longer needed. |
| 7.1 | | computer magnetic tapes or card decks containing manpower authorization data that are used as interface between data systems | | |
| 8 | | (RESERVED) | | |
| 9 | | (RESERVED) | | |
| 10 | | (RESERVED) | | |
| 11 | | machine listing of data derived from the manpower authorization file | | destroy when superseded or no longer needed. |
| 12 | | machine listings such as tables, registers and indexes which reflect the posture of manpower subsystem files at the completion of an update cycle | | destroy after 1 month or when no longer needed. |
| 13 | | machine listings such as error lists and change lists which provide selective information during an update cycle | | destroy on completion of the update cycle or when no longer needed. |
| 14 | | machine listings containing selected data obtained through inquiry against the various manpower files | | destroy when no longer needed. |
| 14.1 | (RESERVED) | | | |
| 14.2 | resource control | computer magnetic tapes reflecting the status of manpower allocations for all fiscal periods in the current manpower program | as of the last day of each calendar month at MAJCOMs | destroy after 1 year or when no longer needed, whichever is sooner. |
| 15 | manpower change requests | correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements | approved requests at HQ USAF | destroy 5 years after approval. |
| 16 | | | disapproved requests at HQ USAF | destroy 3 years after disapproval. |
| 17 | | | approved/disapproved requests at MAJCOMs | destroy 2 years after implementation or disapproval. |
| 18 | | | approved/disapproved requests below MAJCOMs | destroy 1 year after implementation or disapproval. |
| 18.1 | | | information copies maintained for monitoring purposes | destroy after 1 year or when no longer needed. |

TABLE 2i–1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 19 | | forms which are used solely as keypunch creation sheets | | destroy after completion of update cycle or when no longer needed. |
| 20 | deferred manpower requirements | listings/correspondence reflecting manpower requirements which have been validated but not allocated because of nonavailability of resources | | destroy when superseded or no longer needed. |
| 21 | USAF organization | USAF Command Organization Chart Book | at HQ USAF | retire as permanent (see note 1). |
| 22 | | DAF directives such as DAF/PRM letters directing organizational actions | at issuing activities | |
| 23 | USAF manpower programming | manpower programming data in support of USAF force structure, including program change requests, force and financial plan, 5–year defense plan | at HQ USAF | |
| 24 | commercial activity (CA) inventory reporting data system | magnetic tapes containing CA annual inventory reporting data for in–house activities and contract services | at HQ USAF and AFMEA | destroy when obsolete or no longer needed. |
| 25 | | | at MAJCOMs/SOAs/DRUs | destroy after 2 years. |
| 25.1 | | punch cards used for developing magnetic tape containing CA annual inventory report data | at MAJCOMs/SOAs/DRUs and bases | destroy when obsolete or no longer needed. |
| 26 | manpower standards application and reapplication | annotated machine listings, standards application work sheets, and coordination records | at MAJCOMs/SOAs and management engineering teams (METs) | destroy after the next standards application for the same function has been implemented and manpower files have been updated. |
| 27 | commercial activities cost comparison studies | performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records | at MAJCOMs and MET performing cost study | destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is sooner. |
| 28 | (RESERVED) | | | |
| 29 | commercial activity program records | machine listings of data derived from the CA inventory reporting data system | at HQ USAF and AFMEA | destroy when obsolete or no longer needed. |
| 30 | | | at MAJCOMs/SOAs/DRUs and bases | destroy after 5 years. |
| 30.1 | | background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence | | destroy after 2 years |
| 30.2 | | CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence | at HQ USAF and AFMEA | destroy when obsolete or no longer needed. |
| 30.3 | | | at MAJCOMs/SOAs/DRUs and bases | destroy when superseded. |
| 31 | USAF organization tables (OTs) | tables of manpower requirements for AF Reserve and Air National Guard units, reflecting data in terms of functions, grades, AFSCs and numbers required to support various levels of workload and/or authorized equipment | at HQ USAF | retire as permanent (see note 2). |
| 32 | | | below HQ USAF | destroy when superseded. |
| 33 | civilian position essentiality statements | statements prepared annually for all civilian positions and individually for vacated positions before they may be filled | at HQ USAF | destroy after 3 years. |
| 34 | | | below HQ USAF | destroy after 1 year. |

NOTES:

1. Offer to the National Archives in 5–year blocks when latest document is 25 years old.
2. Offer to the National Archives when 25 years old. USAF Organizational Tables are no longer created. Less than one cubic foot is stored in the WNRC.
3. Offer to the National Archives as soon as possible after creation.

**27. Programming.** This table covers records pertaining to the principles and objectives for development of current, intermediate and long-range programs pertaining to the AF mission. Publications concerning programming in specific subject areas are placed in the appropriate subject series tables.

**TABLE 27–1**

**PEACETIME PROGRAM RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | USAF "P" series records | records with the short title of PA, PD, PT, PM, PS, PG, etc. (except communications-electronics program records covered in table 100–4) | at HQ USAF | retire as permanent (see note 1). |
| 2 | | | at MAJCOMs | destroy when superseded or obsolete. |
| 3 | | | reference copies | |
| 4 | | background, source and feeder material | at HQ USAF | destroy when related record is superseded or no longer needed. |
| 5 | | | retained copies of MAJCOM submissions including forms pertaining to the recommended flying-hour program | destroy after 2 years or when obsolete, whichever is later. |
| 6 | command program records | records equivalent to the USAF "P" series (EXCEPTION: see rules 11.1 and 11.2) | at MAJCOMs | destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. |
| 7 | | | at major subordinate commands and below | destroy when superseded or obsolete. |
| 8 | | background, source and feeder materials (EXCEPTION: see rules 11.1 and 11.2) | at MAJCOMs | destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. |
| 9 | | | retained copies of command staff element activity submissions with related correspondence | destroy when related plans are superseded or obsolete. |
| 10 | | | retained copies of major subordinate command submissions including forms pertaining to the recommended flying–hour program | destroy 2 years after close of the FY to which they relate. |
| 11 | | | retained copies of submissions made to major subordinate commands | destroy on receipt and review of the related command program record for accuracy. |
| 11.1 | Air Force consolidated cryptologic program | | at HQ ESC | destroy after 8 years. |
| 11.2 | command control and communications program (C3P) | background, source and feeder material | at MAJCOMs | destroy after 5 years or when no longer needed for ongoing decision processes, whichever is later (see note 2). |
| 12 | program action directives, programming plans, and planning documents | plans, programs, directives, orders written for peacetime implementation, background, source, and related data | at HQ USAF and MAJCOMs | destroy 2 years after the date all actions were completed. |
| 12.1 | | | reference copy records | destroy when superseded or no longer needed. |

**TABLE 27-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
|  | If the records are or pertain to | consisting of | which are | then |
| 13 | USAF organizational records | DAF directives which direct organizational actions, HQ USAF/PRP DAF movement directives for the movement of AF units, including DAF movement directives issued by overses commands that effect payment for travel and relocation of people and units, and background to records described in rule 15 | at issuing activities | retire as permanent (see note 1). |
| 14 |  |  | at other than issuing activities | destroy 1 year after action is completed (EXCEPTION: when used as background to record sets of orders, see table 10-3). |
| 15 |  | requests for action and justification thereof, studies, movement directives, requests for orders, and other related records |  |  |

NOTES:

1. Offer to the National Archives in 5-year blocks when latest record is 25 years old.
2. These records are not authorized for retirement to a federal records center.

**28. War Planning.** These tables cover records pertaining to policies and procedures for the development, administration, and support of USAF plans pertaining to the AF wartime mission. Publications concerning planning in specific areas are placed in the appropriate subject series tables.

**TABLE 28-1**

**WARTIME PLANNING RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | master set of plans | the USAF War and Mobilization Plan (WMP), USAF Planning Concepts (The Plan); Continuity of Operation (COP DAF) Plan; Survival, Recovery, and Reconstitution (SRR) Plans, augmentation plans, and all plans written in support of JCS, HQ USAF, and unified command plans | at HQ USAF and MAJCOMs | retire as permanent when superseded, obsolete, or when implemented, one copy of all plans with essential source material, annexes, appendices, tabs, and all changes thereto (see note). |
| 1.1 | Joint Operating Planning System (JOPS) master set of plans | camera ready pages, background material, JCS approval records, maps, flight plans, charts, and TPFDL Listings and agency coordination sheets for JOPS prepared Operation Plans | at specified commands | hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent (see note). |
| 2 | support plans | records similar to those described in rule 1, received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations | | destroy when superseded or obsolete. |
| 3 | implemented plans | a master set of implementations of the planning records covered in rule 1 | at implementing headquarters | retire as permanent (see note). |
| 4 | basic planning records | basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material providing guidance and requirements to support higher headquarters wartime planning | | destroy when related plan or order is superseded or obsolete. |
| 5 | reference plans | war plans and similar media received for review and guidance | | destroy when superseded, obsolete, or no longer needed. |
| 6 | background material | correspondence and related support data furnishing input to MAJCOM wartime plans | at MAJCOMs | destroy when related plan is superseded or obsolete. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**TABLE 28-2**

**SINGLE INTEGRATED OPERATIONAL (SIOP) AND CONTINGENCY/TRAINING PLANNING RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | revisions of the SIOP, contingency or training plan | operational and intelligence data essential to the successful execution of specific sortie(s) of a unit's Emergency War Order, contingency operation, or training operation | at operational units | destroy when revised plan is implemented, superseded, obsolete or no longer needed. |
| 2 | planning records | annexes to the SIOP, basic wartime plans, operational plans and orders, augmentation plans, continuity of operations plans, and similar media which provide essential guidance and requirements to construct, support/implement higher headquarters wartime/contingency planning | at intermediate commands, NAFs, operational units | destroy when superseded, obsolete or no longer needed. |

**30. Personnel.** Tables in this series cover records affecting both military and civilian personnel, except that the Personnel Data System—Military is included. See tables in the 35-series for military personnel, the 40-series for civilian personnel, and the 45-series for Reserve Forces records.

TABLE 30-1

MILITARY AND CIVILIAN PERSONNEL

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | Confidential Statement of Affiliations and Financial Interests | DD Form 1555 filed under AFR 30-30 | at appropriate Standards of Conduct Counselor | destroy when 6 years old; except that records needed in an ongoing investigation will be retained until no longer needed in the investigation. |
| 1.1 | report of DOD and defense related employment | reports filed in accordance with AFR 30-14 | at HQ AFAFC/RPD | destroy after 3 years. |
| 1.2 | Executive Personnel Financial Disclosure Report | SF 278 filed under AFR 30-30 and required by the Ethics in Government Act of 1978 (PL95-521) | at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC) | destroy when 6 years old; except that records needed in an ongoing investigation will be retained until no longer needed in the investigation. |
| 2 | requests for approval to attend technical, scientific or professional meetings | requests and related correspondence | approved requests at approving headquarters and/or orders-issuing office | destroy after 1 year. |
| 3 | | | disapproved requests or approved requests at activities other than in rule 2 | destroy after 3 months. |
| *4 | records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by AF | minutes, agendas and related records, accumulated by sponsoring OPR of AF-conducted symposia/conferences | | dispose of with related functional subject matter files of the activity or office. |
| 5 | | control records, correspondence concerning conduct of events which do not document an achievement or have continuing reference value | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 6 | off-duty employment requests/applications | records and related correspondence pertaining to requests for approval of off-duty employment | approved | destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual. |
| 7 | | | disapproved | destroy after 1 year, or on reassignment or separation of individual concerned. |
| 8 | (RESERVED) | | | |
| 9 | duty and travel restrictions reminder letters | | | see table 205-5. |
| 10 | (RESERVED) | | | |
| 11 | alcohol abuse control case files | alcohol abuse identification, treatment, and rehabilitation records required by AFR 30-2 | at social actions offices | destroy 1 year after end of month action (rehabilitation, permanent change of station (PCS), or separation) is completed, unless needed as background for case files supporting separation actions under other directives; in such cases, disposition will be the same as the files which they support (see notes 2, 7). |
| 11.1 | | | required to meet the state of California accreditation standards | destroy 3 years after completion of rehabilitation. |

**TABLE 30-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 11.2 | alcohol abuse control evaluation case files | alcohol abuse identification, and evaluation | at social actions offices | destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7). |
| 12 | drug abuse control case files | records on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this regulation (see AFR 30-2) | | destroy 1 year after end of month action (rehabilitation, PCS, or separation) is completed (see notes 2, 3, 4 and 7). |
| 12.1 | MAJCOM drug abuse control data (Drug Rehabilitation Action Management Information System) | automated and manual files related to drug abuse identification, category of abuse, acceptance of treatment, and subsequent personnel actions used to identify and track an individual's acceptance/declination/ progress in SAC Drug Rehabilitation Program, measure success of program objectives, support separation actions, and provide analysis reports | | destroy 2 years after entry into the Drug Rehabilitation Program (see notes 2, 3, 4 and 5). |
| 12.2 | drug abuse control evaluation case files | drug abuse identification and evaluation documentation required by AFR 30-2 | at social actions offices | destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7). |
| 12.3 | drug abuse case treatment files | records related to a member's entry into and participation in rehabilitation | accumulated under AFR 30-2 and not at social actions offices | remove and destroy 1 year after date of completion of Phase V of rehabilitation, or 1 year after the individual is reassigned PCS, separates, retires or dies. |
| 13 | drug/alcohol abuse control statistics | reports on drug/alcohol abuse program status | at HQ USAF/MPX | retire as permanent (see note 8). |
| 14 | | | at MAJCOM social actions offices | destroy after 3 years. |
| 15 | | | at social actions offices below MAJCOM | destroy after 2 years. |
| 16 | academic rank appointments | requests for appointment, recommendations for promotion within academic ranks, and related records | | destroy when individual is no longer eligible for assignment to instructional positions or when no longer needed, whichever is sooner. |
| 17 | equal opportunity and treatment statistics | administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters | at social actions offices | destroy 2 years after case is closed. |
| 18 | | reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents and affirmative actions plan status reports | at HQ USAF/MPX | destroy after 20 years. |
| 19 | | | at social actions offices | destroy after 2 years. |
| 20 | general grievances, appeals and discrimination complaints | individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material | | destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later. |
| 21 | adverse actions | notice of proposed action and answer made by individuals and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events and statements of witnesses | | destroy 2 years after date of the adverse action. |

TABLE 30-1. CONTINUED

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 22 | lecturer case files | correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material | in offices of record | destroy after 3 years (see note 6). |

NOTES:

1. Use rule 5 for disposition of files which do not meet criteria for permanent retention under AFR 12-50, volume I, chapter 3.
2. Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to social actions offices at gaining organizations.
3. Transfer to USAF Special Training Group copies of files, with other personnel records, for individuals transferred to that Group.
4. Dispose of files pertaining to individuals recommended for discharge, separation, or court-martial under tables 35-9 or 111-1, as appropriate.
5. Dispose of records files in the UIF under table 35-5.
6. If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroyed.
7. Destroy erroneous identification/nonsubstantiated alcohol/drug abuse control case files upon notification of erroneous/nonsubstantiated identification.
8. Offer to the National Archives in 5-year blocks when latest document is 25 years old.

TABLE 30-2

PERSONNEL IDENTIFICATION AND PASS RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are pertain to | consisting of | which are | then |
| 1 | identification credentials | cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFR 30-20 | permanently surrendered or confiscated | destroy immediately if not to be reissued. |
| 2 | | local badges, photographs, passes, identification fingerprint cards and similar records used to identify personnel residing on or permitted to enter an AF installation or barred from such installations; or controlled area credentials for regulating entry to a land or water area, building, structure or room to which entry must be controlled to protect USAF physical resources situated thereon or contained therein | | |
| 3 | | restricted area badges issued to individuals who have been granted unescorted entry authority to restrict areas under AF 207-series directives | | |
| 4 | | OSI badges and credentials | | see table 124-1. |
| 5 | Armed Forces liberty pass | forms issued to airmen to authorize absences from official duties, or for absences during normal off-duty hours when credentials in rule 1 are not used for those purposes | | destroy on reaccomplishment of a new pass, or on reassignment or separation of individual. |
| 6 | provisional pass | forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders (see AFR 125-12) | at issuing activity | destroy 90 days after date of issuance. |
| 7 | | | sent to individual's commander or station destination | |
| 8 | | | issued to individuals | destroy when individual reports to final destination. |
| 9 | loss, theft or destruction of identification credentials/passes | statements, certificates and related correspondence reporting the loss, theft or destruction of identification credentials or passes | at activities issuing replacement credentials | destroy after 1 year. |
| 10 | applications | forms or correspondence used as applications or requests for identification credentials or passes | disapproved | destroy or return to requesting office or individual, as applicable. |
| *11 | | | used as a basis for issue of US Armed Forces identification credentials as prescribed in AFR 30-20 | destroy upon receipt of processed application which supersedes application on file, or at end of year in which ID card expires, as applicable (EXCEPTION: Verifying agencies destroy AF Form 279 after ID card is issued. Follow AFR 30-20, para 2-8, for separatees and discharged members.) |

TABLE 30-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 11.1 | | | at issuing activities as a receipt for credentials, badges, and passes not covered by AFR 30-20 | destroy when superseded by a new application, on destruction of related credential, or immediately after issuance of credential and entry on control log by issuing office, as provided for in the prescribing directive. |
| 12 | | | required by current directives to be filed in individual's personnel folder | (see table 35-1). |
| 12.1 | | copies of unescorted entry authorization maintained by requesting activities or as part of an entry control system | used by the requesting activity to insure that the badges issued are surrendered upon reassignment or separation of individual | destroy when notified that credential has been returned to issuing activity. |
| 13 | destruction certificates | forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated | prepared by destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian | the custodian destroys the destruction certificates when the related credential receipts are destroyed. |
| 14 | | forms used to record burning or mutilation of blank accountable identification credentials | prepared by destroying officials | they become part of the accountability file (see rule 15). |
| 15 | accountability records | logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records | completed by issuing officers to record the issuance of identification cards (ID) covered by AFR 30-20 | destroy 5 years after issue of last card listed on log or register form. |
| 15.1 | | | completed by issuing officers to record the issue of identification credentials/passes not covered by AFR 30-20. | destroy 2 years after issue of last card listed on accountability form receipt |
| 15.2 | | | completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents | destroy 60 days following expiration of validity period for that series of vehicle registration decal. |
| 16 | exchange privilege authorization letters for Air Force Reserve and Air National Guard members and related control records | numerically controlled authorization form letters and control registers | at Air Force Reserve and Air National Guard units' orderly rooms | destroy 1 year after close of fiscal year. |
| 17 | passports and visas | authorizations to apply for no-fee passports and/or requests for visas and related correspondence (see note) | | destroy 6 months after submission of annual report of passport applications. |

TABLE 30-2. CONTINUED

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 18 | | annual report of passport applications | | destroy after 1 year. |
| 19 | | receipts and related correspondence for the issuance of passports | at MAC activities | destroy when passport is renewed; destroy 3 months after individual's reassignment, or return of passport to the issuing agency. |

NOTE: The back of DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Request for Visa, becomes the receipt. See AFR 30-4, paragraph 2-7. For MAC activities, see rule 19.

**This table covers records pertaining to the following types of casualties: killed in action, missing in action, captured, wounded in action, deceased (nonbattle), and very seriously ill/injured or seriously ill/injured.**

**TABLE 30-3**

**CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | active duty and retired deceased personnel, active duty killed in action, Air Force Academy Cadets, Air National Guard and USAF Reserve | casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see rules 12 and 13 for missing person(s) supplementary report) | at HQ AFMPC/MPCC | incorporate into the master military personnel records after the casualty assistance case has been closed and then send to NPRC under table 35-1, rule 1. |
| 2 | | | at installations | destroy 1 year after casualty assistance case has been closed (see notes 1 and 2). |
| 3 | missing and captured persons | | held until fate of casualty is determined (at all levels) | apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5). |
| 4 | persons returned to military control from missing or captured status (see note 1) | | at HQ AFMPC/MPCC | see table 35-1. |
| 5 | | | at installations | destroy 1 year after casualty assistance summary has been forwarded to HQ USAF (EXCEPTION: see rule 11) (see note 3). |
| 6 | very seriously ill/injured or seriously ill/injured | | at HQ AFMPC/MPCC | destroy 6 months after administrative closing of case. |
| 7 | | | at installations | destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED." |
| 8 | wounded in action and not seriously ill or injured | | at HQ AFMPC/MPCC | destroy 6 months after receipt of report. |
| 9 | | | at installations | destroy after 1 year. |
| 10 | casualty records maintained at levels of command not covered in this table | | at other than HQ USAF and reporting installations | destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities (see note 2). |
| 11 | report of casualty; return to military control from missing in action or captured status | final issue only | at HQ USAF/MPMDR and reporting installations | see table 35-1, rule 1. |
| 12 | missing persons supplementary report | report with attachments and all related information | at HQ AFMPC/MPCC | if after 10 years, status is still missing, incorporate into the master military personnel record and then send to NPRC under table 35-1, rule 1 (see note 4). |
| 12.1 | | | | if status is no longer missing before 10 years have elapsed, see rule 3 (see note 4). |
| 13 | | | at installations | destroy when member's status has changed. |

TABLE 30-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | record of emergency data (original) | forms for active duty AF personnel | at HQ AFMPC/MPCC | destroy after member's release from extended active duty. |
| 15 | record of emergency data (duplicate) | forms for active duty AF personnel; ANG; USAFR; and AF Ready Reserve not on extended active duty | held by geographically separated units (GSU) | destroy 30 days after member's departure from GSU or entry on EAD. |
| 16 | | forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base | sent to units of attachment | destroy 90 days after member's departure. |
| 17 | | forms for ANG and USAFR personnel performing duty with a unit other than unit of assignment and whose personnel records are not forwarded to duty base | sent to units where duty is being performed | |
| 18 | | forms for active duty AF personnel hospitalized away from the home installation | sent to CBPOs servicing the hospital | destroy when member is released from hospital. |
| 19 | record of emergency data (carbon punch card) | forms for active duty AF personnel assigned to the base or installation | at CBPOs, Personal Affairs Section or Customer Center (see note 5) | destroy upon permanent change of station or separation of member. |

NOTES:

1. Retain AF Form 58, Casualty Assistance Summary, (if no AF Form 58, retain copy of AF Form 1312) and a copy of DD Form 1300, Report of Casualty, or death certificate for 5 years in accumulating office.

2. Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death.

3. Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after member is returned to military control.

4. Missing persons supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/MPCC for 10 years after the last crew member's status is resolved, will be incorporated into the master military personnel record and then sent to NPRC under table 35-1, rule 1. SMR will be filed with master military personnel record of the pilot in command of the aircraft or the senior ranking member in a command incident.

5. This is an optional file and may be established at the discretion of the Chief, CBPO.

TABLE 30-4

PERSONNEL DATA SYSTEM—MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS) (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | month-end strength HQ USAF officer/airman master personnel file | a complete record of every member on the master personnel file as of the end of each month; used to derive the strength of the AF as of the end-of-month (EOM) | | destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 13 months. |
| 2 | | | | destroy EOM Mar, Jun after 3 years. |
| 3 | | | | destroy EOM Dec after 6 years. |
| 4 | | | | destroy EOM Sep after 10 years. |
| 5 | MAJCOM officer/airman master personnel record | master file as of 30 Jun and 31 Dec | | destroy after 90 days. |
| 6 | monthly HQ USAF officer/airman transaction history file | records of transactions processed by AFSN/SSN records that provide capability for post-analysis of actions affecting AF personnel structure and for reconstructing all activities within the personnel function as they relate to individuals, commands, or to the force structure | | destroy after 6 months. |
| 7 | products resulting from the PDS which are mechanically produced output products not covered elsewhere in this regulation | a card deck used to produce a report, or the report itself which serve such diversified purposes that it is impractical to develop a retention period for each | | destroy when superseded or no longer needed |
| 8 | military personnel data records | obsolete punched cards in history file | in CBPO work units | dispose of after 60 days or on inactivation, whichever is sooner (see note 2). |
| 9 | | cards on personnel dropped from rolls | | dispose of after 1 year or on inactivation, whichever is sooner (see note 2). |
| 10 | | APR/OER data records used to control submission of AFRs/OERs | | dispose of when superseded, revised, or 6 months after reassignment or separation of individual, whichever is sooner (see note 2). |
| 11 | (RESERVED) | | | |
| 12 | average strength data report | AF Form 380 used to make management decisions regarding health, welfare, and morale of military personnel | at HQ USAF, MAJCOMs and bases | destroy after 1 year or on inactivation, whichever is sooner. |
| 13 | | | at using activities | destroy after 3 months or when no longer needed, whichever is sooner. |
| 14 | daily strength data | unit military strength balance reports and Reserve unit strength balance reports | originals in CBPOs | destroy after 60 days. |
| 15 | | | copies other than rule 14 | destroy when no longer needed. |
| 16 | transaction registers resulting from Base Level Military Personnel System (BLMPS) | the report itself which is computer produced each processing day | at CBPOs, Personnel System Manager (PSM) work centers | destroy after 30 days or when no longer needed, whichever is later. |
| 17 | | | copies at other work centers than PSM | destroy when no longer needed. |
| 18 | military personnel record information | computer output sequential microfiche files used to obtain current personnel data | | destroy when superseded or when no longer needed. |
| 19 | medical examination and immunization | physical, clinical, dental examination rosters | action copies | destroy after 90 days. |

**TABLE 30-4. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 20 | | | all copies other than rule 19 | destroy when action copy, annotated by medical facility, is returned to CBPO. |
| 21 | | immunization reentry update cards | original | destroy after 90 days. |
| 22 | | | action copies | destroy when no longer needed. |
| 23 | | | all copies other than rules 21 and 22 | |

NOTES:

1. The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Products from PDS of such significance as to require specific retention periods are identified in this table and table 40-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 35- and 40-series.
2. Salvage cards in accordance with DOD Manual 4160.21M.

**TABLE 30-4.1**

**POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (see note)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | input transaction registers | certified listings summarizing manual input to PCARS from the CBPO | produced by CBPOs and held at CBPO work centers | destroy after 16 months. |
| 2 | processed transactions | listings reflecting all transactions processing in PCARS | produced by PCARS and distributed to CBPOs | |
| 3 | rejected transactions | listings of transactions which fail edits and reject to CBPOs for correction | | destroy after corrective action completed or when the list is superseded by a more current list. |
| 4 | point summaries | CBPO member roster and point summaries for reservists assigned to the CBPO | | destroy after receipt of more current reports or when no longer needed. |
| 5 | ANG/USAFR retirement credit summary/statement of points earned | preprinted of continuous forms designed to be used for computer printing within PCARS and/or manually completed | in Master Personnel Record Group and Field Record Group | see table 35-1, rule 1 and 1.1. |
| 6 | | | at CBPOs and other work centers | destroy after 1 year or when no longer needed, whichever is sooner. |
| 7 | | | at Adjutants General offices in the respective states | dispose of according to the legal requirements of the individual states. |
| 8 | working data used to operate the PCARS | accession listings; list of recycled transactions; list of records requiring reconciliation between APDS, PCARS and ARPAS; and various control reports used to assure a valid computer update | at CBPO work centers | destroy after 1 year or when no longer needed, whichever is sooner. |
| 9 | statistical reports or summaries used to manage PCARS | ANG point summary, error analysis reports, input and reject analysis reports, APDS- PCARS reconciliation reports, CBPO performance evaluation reports | at CBPO work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable | destroy after 1 year or when no longer needed, whichever is sooner. |

NOTE: The term CBPO applies equally to consolidated base personnel offices, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.

**TABLE 30-6**

**PERSONNEL SURVEYS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | personnel surveys | correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys | at HQ USAF/MPKE and HQ AFMPC/MPCYPS | destroy after 5 years. |
| 2 | | | at MAJCOMs, CBPOs, CCPOs | destroy following closing date of the survey. |
| 3 | | select DESIRE inquiry statement used to identify respondents at respective CBPOs and CCPOs | | |
| 4 | | listing of respondees used to identify and contact respondees and for follow-up contacts as necessary | | |
| 5 | | survey booklets used to administer survey | | destroy after use or send to next location, as directed. |
| 6 | | answer sheets used to record responses, then to compile responses | | send to the Air Force Human Resources Laboratory (AFHRL) for optical document scanner to read and create data tapes; destroy when quality-controlled tape is created. |
| 7 | | computer printout of survey data used by OPR to analyze survey results | | destroy when no longer needed. |
| 8 | | report of survey findings on data analysis, and resulting actions taken or planned | | |
| 9 | | computer tapes or mass storage used to maintain data available for further analysis and longitudinal studies | | erase when no longer needed. |

**33. Military Personnel Procurement.** This table covers records pertaining to recruiting enlisted personnel, including recruitment policies and procedures, records concerning processing, examining, and determining enlistment eligibility, and accession data on all initial enlistees. Not applicable to Consolidated Base Personnel Offices.

*TABLE 33-1

USAF RECRUITING SERVICE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | National Lead Fulfillment | listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement, which are used by flight supervisors and recruiters | | destroy 2 years after end of FY in which all actions are completed. |
| 2 | Center of Influence (COI) leads | ATC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event | at recruiting offices which held the event and at flight supervisor offices | |
| 3 | data feedback | separate or detachable mailback information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 4 | visitor log | log to record visits by distinguished civilians and all military personnel | at recruiting offices | destroy after 1 year. |
| 5 | Personal Interview Records (PIRs) | records prepared after interview to determine enlistment eligibility | at preparing activities | destroy 2 years after end of FY in which all actions are completed. |
| 6 | enlistment case files | forms and related records used to process and enlist individuals into the military service (see note 1) | at recruiting offices | send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility. |
| *7 | enlistment case files | forms and related records used to process and enlist individuals into the military service (see note 1) | at AF Liaison (MEPS) Offices | distribute case file forms per AFR 33-3 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 2 months after the end of the month in which applicant enlisted (see note 2). |
| *8 | | case files on applicants separated from the Delayed Enlistment Program (DEP) | at squadron operations offices | destroy 1 year after the end of the month in which the applicant was discharged. |
| *9 | | case files on applicants processed and disqualified because they failed to meet mental or physical standards, failed to enlist in the DEP or regular AF or accept assignment reservation, or no further enlistment action is contemplated | at recruiting offices | destroy 3 months after the end of the month case file was received by the recruiter. |
| *10 | school program folders | individual data pertaining to type of school, visits scheduled, direct mail program mailouts and other appropriate data | | destroy 2 years after end of FY. |
| 11 | Armed Services Vocational Aptitude Battery (ASVAB) Listing | listing of names and addresses in a roster format of individuals tested | at recruiting offices in school program folders | destroy 2 years after date of test. |
| 12 | Recruiter Daily Activity Log | form used to log daily expectation, literature mailed, replies received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were recontacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc., which are prepared by the recruiter | | destroy after 3 months. |

TABLE 33-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13 | Supervisor's Recruiter Activity Log | evaluation and analysis of flight recruiters, which are prepared by the flight supervisor | | destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log. |
| 14 | Consolidated Recruiting Activity Log | data consolidated from Supervisor's Recruiter Activity Log, which are prepared by the flight supervisor | | destroy 1 year after end of FY. |
| 15 | Squadron Operations Daily Activity Log | data on daily recruiting operations | at squadron operations sections | destroy after 3 months. |
| 16 | Squadron Operations Monthly Activity Log | data consolidated from Operations Daily Activity Log | | destroy 1 year after end of FY. |
| *17 | market surveys | a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data | at recruiting offices | destroy 1 year after end of FY. |
| *18 | | | at flight and squadron operations offices | destroy 2 years after end of FY. |
| *19 | commissioning case files | applications awaiting board action | at scientific and engineering/medical/nurse program manager office at USAFRS | destroy 12 months after end of the month of entry into active duty (EAD). |
| *20 | | applications awaiting resubmission for those who have been nonselected, have declined a commission, or have been medically disqualified | | destroy 12 months after the end of the month of EAD on in which final action is completed. |

NOTES:

1. Refer to ATCR 33-2 for listing of applicable forms.
2. Refer to ATCR 33-2 for appropriate forms not forwarded per AFR 33-3.

**34. Personnel Services.** This table covers records pertaining to personnel services not provided for in tables in the 213, 214, 215 and 900 series.

**TABLE 34-1**

**PERSONNEL SERVICES**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | morale and welfare program planning | studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities | | see table 215-1. |
| 2 | support for religious, morale, welfare, and recreation facilities and activities | supply records; fund budgets (see note) | | see table 215-1. |
| 3 | professional entertainer records | locator cards for professional entertainers of foreign nationality performing in overseas military establishments | | see table 215-1. |
| 4 | private organizations' (PO) records | constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers | at responsible staff offices as designated by the installation commander | destroy 1 year after discontinuance of the PO (see note). |
| 5 | | minutes of meetings and monthly financial statements | | destroy after 1 year or when no longer needed, whichever is sooner (see note). |
| 5.1 | Private organizations' (PO) records of types 2 and 3 POs as described in AFR 34-4 | financial audits and reviews | | destroy after 1 year or when no longer needed, whichever is sooner. (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy.) |
| 6 | reports on applications for vending stand locations | reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons | at HQ AFMPC/MPCSC | destroy after 3 years. |
| 7 | | | at MAJCOMS and intermediate commands | destroy after 3 months. |
| 8 | | | at installations | destroy after 2 years. |

NOTE: Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (see volume I, paragraph 3-1b.)

**35. Military Personnel.** Tables in this series cover records pertaining to administration of the military personnel program as it affects both officers and airmen, and military personnel records for active duty and retired personnel, whether Regular or Reserve. Disposition instructions apply to all copies except those records filed in the military personnel records groups. Records accumulated under the 31, 35, and 36 publications series are included.

**TABLE 35-1**

**INDIVIDUAL MILITARY PERSONNEL RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Master Personnel Record Group | records which comprise the history of an individual's military service required by AFR 35–44 to be filed in the Master Personnel Record Group | at HQ AFMPC and HQ ARPC | manage according to AFR 35–44 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (see note 4). |
| 1.1 | Command Record Group or Field Record Group | records which comprise the history of an individual's military service required by AFR 35–44 to be filed in the Command Record Group and/or the Field Record Group | | dispose of per AFR 35–44. |
| 2 | personnel information file | extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File | | destroy when individual is reassigned, discharged, or retired, or upon unit deactivation (see notes 1 and 2). |
| 3 | | (RESERVED) | | |
| 3.1 | | records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc. | at HQ AFMSC/SGP | destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (see notes 1, 2). |
| 3.2 | Air Attache Informational Personnel Records | career briefs, selected and nonselected packages and related records which pertain to air attaches | at Directorate of Air Attache Affairs, HQ AFIS | destroy when no longer needed or when members leaves attache service. |
| 4 | correction of military records of officers and airmen | policies, opinions, and other records pertinent to the establishment and function of the AF Board for Correction of Military Records (SAF/MICB(S)) accumulated by the board under AFRs 31–3 and 31–11 | at SAF/MICB(S) | retire as permanent. |
| *5 | | case files of AF Board for Correction of Military Records | | destroy after 75 years. |
| 6 | | | at HQ AFMPC and HQ ARPC | destroy after 3 years. |
| 7 | | | at other than SAF/MICB(S) and HQ AFMPC and HQ ARPC | destroy after 2 years or when individual transfers or separates from service, whichever is sooner. |
| 7.1 | correction of military records of officers and airmen | working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders | accumulated by the Review Board at AFMPC and ARPC under AFR 31-11 | destroy on completion of Review Board actions. |
| 8 | personnel deployment information package (PDIP) | records which individuals must handcarry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment | | destroy when individual has in-processed at home station on completion of deployment (EXCEPTION: return passports per AFR 30–4). |

TABLE 35-1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 9 | service number register files | registers, logs or comparable records used to identify individuals to whom specific service numbers were assigned, or to control the allotment and suballotment of blocks of service numbers obtained from Department of the Army, 1947–July 1969 | | transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records. |
| 10 | absentee/deserter case files | DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control | original records initiated at CBPOs and copies at HQ AFMPC/MPCAKE | dispose of per AFR 35–44. |
| 11 | | | at MAJCOM OPRs | destroy 1 year after the unauthorized absence is terminated. |
| 12 | | | at security police and other base agencies | see table 125–1. |
| 13 | weight management program or fitness improvement training (FIT) program case files | correspondence, administrative actions, summaries, counseling records; AF Fm 393, Individual Records for weight management and fitness improvement training (FIT) programs, AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents required by AFR 35–11 | | destroy 1 year after removal from program(s) or 90 days after separation or retirement whichever is sooner (see note 3). |
| 13.1 | individual fitness and weight evaluation record (AF Form 379) | a member's physical fitness weight evaluation | | maintain with reaccomplished form; destroy 90 days after separation or upon retirement, whichever is sooner (see note 3). |
| 14 | dependent care responsibilities | statement of understanding, and commander's memo for record of annual unit briefing | | destroy when superseded or upon PCS, whichever is sooner. |
| 15 | | automated listing of assigned single member sponsors and military couples with dependents | at CBPOs | destroy when superseded. |
| 16 | Individual Mobilization Augmentee (IMA) annual status report | reports pertaining to authorized and assigned IMA levels and force readiness | at HQ USAF/MPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC | destroy after 3 years. |
| 17 | Civilian/Military Service Review Cards | control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202) | at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/MPCDOA) | retire as permanent (see note 7). |
| 18 | | | at other than AFMPC/MPDOA | destroy 2 years after service credit determination is made. |
| 19 | AF morning reports and indexes | morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947–1966 and indexes | at NPRC (MPR) | dispose of in January 2042, if no longer needed in documenting military service (see note 6). |

NOTES:

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.
3. Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35–11.
4. Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC. National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
5. Reaccomplish card(s) are attached to current card.
6. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947–1959 are on microfilm, while those for 1959–1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042,

assuming that their use in documenting military service has ceased.

7. Offer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

**TABLE 35-2**

**REENLISTMENT AND RETENTION (see note)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | career information and counseling | forms maintained and monitored under AFR 35-16 | at units of assignment | send to CBPO upon PCS; to gaining activity upon PCA without PCS; or give to individual upon separation or discharge or when airman enters third enlistment. For AF Reserve personnel, destroy when requirement for counseling expires. |
| 2 | selective reenlistment and retention | selection records, including annotated eligibility rosters created in selecting or nonselecting FTA airmen for career status and the selective retention of airmen with 20 years or more service | | destroy after 1 year. |
| 3 | | duplicates of records, the original of which are in the field record group | | destroy 6 months after final action. |
| 4 | (RESERVED) | | | |
| 5 | selective reenlistment bonus (SRB) | records pertaining to lump sum or advanced payment of SRB | at MAJCOM retention offices or at base career advisors' offices | destroy after 1 year. |
| 6 | special retention initiative or suggestions | records pertaining to identification of such factors and actions taken for adoption or disapproval | at CBPOs or units | destroy after 1 year. |
| 7 | (RESERVED) | | | |
| 8 | reenlistment/retention statistics | tabulations, summaries or feeder reports which are needed for record purposes | at preparing, monitoring or requiring activities | destroy after 2 years. |
| 9 | (RESERVED) | | | |
| 10 | reports, controlled and uncontrolled | retention assistance evaluation checklists, reports required by MAJCOMs as a result of individual AF or command-directed reenlistment and retention program | | destroy after 1 year. |
| 11 | reenlistment and retention program | records required by AFR 35-16 which is not covered elsewhere in this regulation | | |

NOTE: Rules apply to those copies not required by current directives to be filed in individual military personnel record groups (see table 35-1).

TABLE 35-3

ENLISTMENT AND REENLISTMENT RECORDS (see note)

| R | A | B | C | D |
|---|---|---|---|---|
| U<br>L<br>E | If the records are or pertain to | consisting of | which are | then |
| 1 | enlistment and transfer reports | reports of enlistments, reenlistments, and reassignments | | destroy after 2 years. |
| 2 | rejected enlistment applications | applications and related correspondence | | destroy after 2 years. |
| 3 | basic trainee interview records | interviews and supporting records | | destroy 1 year after completion of case. |
| 4 | recruiting activities management support system (RAMSS) DSD EO27 | enlistment processing records | | destroy when no longer needed. |
| 5 | | recruiter personnel records | | destroy 1 year after individual is removed from recruiter production status. |
| 6 | | armed services vocational aptitude battery (ASVAB) testing lead information | | destroy after 2 months. |
| 7 | Enlistment or Reenlistment Agreement–Armed Forces of the US, and AF reenlistment eligibility form | forms on enlistments and reenlistments | at CBPOs and career assistance units | destroy after 3 months. |

NOTE: Rules apply to those copies not required by other directives to be filed in individual military personnel records groups (see table 35–1).

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | personnel action forms (see note 2) | forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes | in Field Record Group | see table 35-1. |
| 2 | | | accumulated by activities not covered by rules 3 through 10 | destroy after 3 months or when no longer needed, whichever is sooner. |
| *3 | | classification/on-the-job training actions (AF Form 2096) and duty status changes (AF Form 2098) | at CBPOs and CRPOs | destroy after 30 days. |
| *4 | | assignment/personnel actions (AF Form 2095) | | |
| 5 | | forms, board actions and related records | at HQ USAF and MAJCOMs | |
| 6 | | | at unit of assignment and GSUs | destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner. |
| 7 | | | at CBPOs | destroy after 3 months or when no longer needed, whichever is sooner. |
| *8 | (RESERVED) | | | |
| 9 | personnel action forms used as legal evidence | copies of forms identified in rules 1 through 8 | used as legal evidence in courts-martial or other legal proceedings | dispose of with court-martial or other legal proceedings to which they relate. |
| 10 | | | not filed as an attachment or exhibit to legal proceedings | destroy when no longer needed. |
| 11 | data change/suspense notifications | forms used to record discrepancies | on discrepancies detected during incoming/outgoing and annual records review | destroy at next record review. |
| 12 | | | on discrepancies detected other than at the time of incoming/outgoing and annual review, and maintained at CBPO work unit | destroy when no longer needed or after next record review, whichever is sooner. |
| 13 | officer career objective statement | forms used to communicate career goals to personnel managers at all levels | at HQ USAF, MAJCOMs and CBPOs | destroy when superseded or on separation, whichever is sooner. |
| 14 | airman assignment preference statement (oversea volunteer statements) | AF Form 392 | used to assign airmen to oversea preference | destroy 6 months after port reporting month to oversea preference. |
| 15 | personnel selected for relocation | records pertaining to requisition, assignment, reassignment, separation or TDY | at MAJCOMs and major subordinate commands | destroy after 1 year. |
| 16 | individual job descriptions | a job description for each established position | | destroy when superseded, cancelled or on inactivation of activity, whichever is sooner. |
| 17 | duty rosters, and individual duty status cards | | | see table 11-2. |
| *18 | assignment preference applications/special duty assignments | letters, applications, DD Form 398, AF Forms 109 and related records required by AFR 39-11 (except AF Form 392) | approved | place in relocation folder. |
| 19 | | | return documents to member. | |

TABLE 35-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 20 | (RESERVED) | | | |
| 21 | personnel status reports | reports prepared by units colocated with a servicing CBPO to report duty status changes | at preparing unit | destroy after 3 months. |
| 21.1 | | | at CBPOs | |
| 21.2 | duty status change messages | messages prepared by geographically separated units from a servicing CBPO to report duty status changes | | |
| 21.3 | | | at preparing unit | |
| 22 | relocation folder | forms used to assure proper outprocessing from an activity on PCS or TDY (see note 3) | at CBPOs | destroy 3 months after report not later than date month, upon completion of TDY, or when relocation action is cancelled (see note 4). |
| 22.1 | | forms used to assure proper in-processing from an activity on PCS | | destroy when all relocatable records are present and accounted for. |
| 22.2 | | forms used to assure proper out-processing for Basic Military Training Graduates (see note 3) | at Air Force military training centers (ATC) | destroy after 3 months. |
| 23 | exchange officers | reports prepared by Allied Officers and submitted to officer's home service | | destroy 5 years after exchange officer returns. |
| 24 | | case files of administrative records on USAF and Allied officers | | destroy 1 year after completion of assignment or no longer needed, whichever is sooner. |
| 25 | specialty evaluation | reports and related records | at HQ USAF/MPXO | retire as permanent. |
| *26 | military sponsor program | military sponsor program information forms at losing activity | | forward to gaining command. |
| 27 | | related correspondence | at losing activity | destroy when no longer needed. |
| 28 | | | at gaining activity | |
| 29 | AF Specialty Code (AFSC) Conversion Report | reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions | | destroy when next conversion action is announced in AFR 39-1 is processed. |
| 30 | advanced academic degree (AAD) requirements | requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFM 36-19 | kept by supervisors, HQ USAF, and MAJCOM functional managers | destroy when superseded or when AAD requirement is deleted. |
| 31 | | | (RESERVED) | |
| 32 | | | approved AAD requirements for changes in the manpower data system | see table 26-1. |
| 33 | enlisted aide assignments | semiannual report, RCS: HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of AF enlisted aides | | destroy when superseded, obsolete or no longer needed. |
| 34 | assessment screening records | biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for his risk jobs | at 3507th Airman Classification Squadron, Lackland AFB, Texas | retain for one year after calendar year cutoff then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey CA 93940, where they will be destroyed when no longer needed for research. |

NOTES:

1. Rules apply to those copies not required by other directives to be filed in military personnel records groups (see table 35-1).
2. When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for CBPO administrative section, and return original and all other copies to the originator.
3. These records include copies of DD Form 93, Record of Emergency Data, retained by CBPO or GSU when members are reassigned PCS.
4. TDY relocation documentation pertaining to school/training quotas may be filed and destroyed in accordance with table 50-1, rule 1.

TABLE 35-5

PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | unfavorable information files (UIFs) on officers and airmen | written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel; and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence, as specified in AFR 35-32 | at CBPOs, Special Actions Unit | destroy 1 year after effective date of reprimand or admonition or 1 year from date of the most recent unfavorable correspondence or document not related to administrative reprimand or admonition (see notes 1, 2, 4, 5, 6) (EXCEPTIONS: a. when the UIF contains more than one document, destroy all records 1 year from the date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5; b. files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies). |
| 2 | | all copies of UIF summary | at MAJCOMs/SOAs/units and the original of the UIF summary maintained in the UIF by CBPOs, Special Actions Unit | unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFR 35-44) until the member is no longer assigned to the unit; following reassignment from the unit (does not include unit redesignations), they will be destroyed; all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (see note 2). |
| 3 | | | on students attending ATC flying/technical courses except as provided in rules 1 and 5 | destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (see note 2). |
| 4 | | | on personnel missing/captured in action, except as provided for in rules 1 and 5 | forward to HQ AFMPC/MPCAO when the command or field record group is disposed of according to AFR 35-44. |
| 5 | | results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions) as explained in AFR 35-52 pertaining to active duty personnel | at CBPOs, Special Actions Unit | destroy 2 years after effective date of punishment, or when the member is separated (without immediate return or continuation on active duty), retires or dies (EXCEPTION: when additional correspondence or documents are placed in the UIF under this rule or under rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 or 2 years from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1 or 2, applicable (see note 2). |
| 6 | (RESERVED) | | | |
| 7 | control rosters on officers and airmen | manual or mechanized control rosters accumulated under AFR 35-32 | | destroy 1 year from date or when no longer needed, whichever is sooner. |
| 8 | (RESERVED) | | | |
| 9 | officers' reclassification boards | board proceedings and related documents | on officers who are inefficient or otherwise unsuitable in current assignments | destroy after 5 years. |

TABLE 35-6. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10 | qualification records | temporary forms | | destroy when entries have been transcribed to permanent record. |
| 11 | Personnel Reliability Program (PRP) decertification actions | records relating to AFR 35-99 decertification/reinstatements of officers and airman | at HQ AFMPC/ MPCCRPP2 | destroy upon completion of review or after 1 year, whichever is later. |
| *11.1 | | | at MAJCOMs and subordinate commands | destroy after 1 year. |
| 12 | | | at CBPOs | destroy when the individual's final status is reported. |
| 12.1 | | suspension logs | | destroy 45 days from date of last notification. |
| 13 | Personnel Reliability Program certification | form used in the personnel reliability program certification/decertification and screening process | used for permanent decertification | hold in permanent section of unit personnel record group (UPRG); destroy certificate only when restriction is removed in accordance with AFR 35-99. |
| 14 | | | used for certification | file in UPRG; destroy when member is no longer filling a PRP position. |
| 14.1 | PRP certificates | forms used in the PRP qualification and screening process | at units of assignment | destroy when individual is no longer assigned to PRP duties. |
| 14.2 | | forms for individuals reassigned to another unit on the same base who will be assigned to PRP duties at the new unit | | send to the gaining unit of assignment. |
| 15 | drug abuse | contents of drug abuse case treatment files and other records related to a member's entry into and participation in rehabilitation accumulated under AFR 30-2 | | see table 30-1. |
| 16 | digest files on officers | records of derogatory information that may reflect unfavorably on an officer's position of leadership, trust or responsibility, as specified in AFR 36-25 | at HQ AFMPC and HQ ARPC | destroy 2 years from date file was established by the decision authority, or 2 years from date the decision authority added new derogatory information to the file. Correspondence accumulated as the result of processing a digest file is retained until a decision is rendered by the decision authority. If the decision is to establish a file, accumulated correspondence will become a part of the file, however, if the decision is to terminate processing, accumulated correspondence will be destroyed. The decision authority, in certain justified instances, may direct that an active file be destroyed sooner than the specified retention period (see note 9). Files will be destroyed when officer separates, retires or dies (except as specified in note 11) (see notes 7, 8, 9, 10 and 11). |
| 17 | | copies of digest file correspondence, other than shown in rule 18 | at MAJCOMs/ SOAs/intermediate commands/units (other than HQ AFMPC and HQ ARPC) | destroy 1 year from date on most recent correspondence or when no longer needed, whichever is sooner. |
| 18 | | letters of notification that a file has been destroyed | at HQ AFMPC and HQ ARPC | destroy 3 years from date the related file is destroyed. |

TABLE 35-5, CONTINUED

| R | A | B | C | D |
|---|---|---|---|---|
| U<br>L<br>E | If the records are or pertain to | consisting of | which are | then |
| 19 | | | at MAJCOMs/ SOAs/intermediate commands/units (other than HQ AFMPC and HQ ARPC) | destroy 1 year from date the related file is destroyed by HQ AFMPC and HQ ARPC. |
| 20 | | manual or mechanized logs or reference cards maintained for record system analysis and litigation | at HQ AFMPC and HQ ARPC | destroy 10 years after the associated file was destroyed or when retention is no longer warranted, whichever is sooner. |
| *21 | officer quality force management records | summaries of potential and pending quality force actions on officers assigned | at MAJCOM | destroy 2 years after last entry or sooner if superseded or no longer needed. |

NOTES:

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 35-1).
2. If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.
3. (RESERVED)
4. Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed.
5. Where the documentation relates to the placement of the member in the drug abuse program under AFR 30-2, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later.
6. Subject to the policies and procedures outlined in AFR 35-32, UIF records which were placed in the UIF under rule 1 of this table may be removed prior to the normal disposition date(s).
7. Digest files will be destroyed upon consideration for promotion by a selection board (and other boards held in conjunction with it, such as the Selective Continuation Board) after the Secretary of the Air Force has signed the promotion list, or upon promotion to first lieutenant. See note 8 for disposition of digest files on officers selected by promotion boards for possible show cause.
8. When an officer who has a digest file is identified by the promotion selection board for possible show cause for retention in the Air Force, the digest file is retained until the discharge action is finalized. A file so retained will be used only for the discharge determination and/or case; it will not be provided to subsequent promotion selection boards.
9. An active digest file may be destroyed upon redetermination by the decision authority as a result of additional information being considered. The additional information may come from the individual, commander, or other officials, or an investigative agency.
10. A digest file may be destroyed following receipt of nonjudicial punishment under Article 15, UCMJ, or conviction by court-martial, if either action is based upon facts and allegations which caused creation of the file, provided either action has been filed in subject's Officer Selection Record and appellate reviews are complete.
11. Digest files on officers who are separated (released from active duty) and transferred to AFRES are forwarded to HQ ARPC/ DPAAS.

TABLE 35-6

MILITARY PERSONNEL TESTING RECORDS (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | test development materials | specimen sets of tests; background material on test items, tests, and test batteries; forms, statistical data, and related materials | at test development activities | destroy when no longer needed. |
| 2 | request for waiver of promotion testing (current cycle) | | filed in unit personnel record group per AFR 35-44 | see table 35-1, rule 1.1. |
| 3 | test verification or statement of refusal to test | | | |
| 4 | test results | | | |
| 5 | airman promotion test rosters | | | see table 35-8.1. |
| 6 | controlled item (item material) destruction certificates or disposition records | accountability listings or forms | at test control offices | destroy after 2 years (see note 2). |
| 7 | quarterly inventories of test materials (see note 3) | | | keep current and immediately preceding inventories; destroy all others (see note 2). |
| 7.1 | controlled item (test material) accountability record | | | destroy after 2 years. |
| 7.2 | change of Test Control Officer (TCO) and unannounced disinterested officer inventories of TCO accounts | | | destroy after completion of next quarterly inventory. |
| 8 | record of test administration | Armed Forces Classification Test (AFCT), Apprentice Knowledge Test (AKT), Criterion Referenced Test (CRT), USAF Motor Vehicle Operator Test (USAFMVOT), Radio Communications Analysis Test (RCAT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT), Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB) | | destroy after 1 year. |
| *9-10 | | (RESERVED) | | |
| 11 | | AF Officer Qualifying Test (AFOQT) | at test control offices | destroy after 2 years. |
| *12 | | consolidated annual AFOQT (raw and percentile scores) | at AFROTC Resource Systems and AFOQT Branch (RRUR) | retain in current files area, destroy after 4years or when no longer needed for research. |
| *12.1 | | | at AF Human Resources Laboratory (HRL) | retain in current files area, destroy when no longer needed for research. |
| *13-14 | (RESERVED) | | | |
| *15 | completed answer sheets | answer sheets for AFCT | scored locally | send to AFHRL/MOAM, ATTN: Test Control Officer, Brooks AFB TX 78235, where they will be destroyed when no longer needed for research. |

TABLE 35-6. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 15.1 | | answer sheets for EST, RCAT, EDPT and AFDAT | | destroy after 1 year. |
| 15.2 | | answer sheets for AFRAT and DLPT I | | destroy after 4 months. |
| *15.3 | | answer sheets for AKT, CRT and USAFMVOT | | send to USAFOMC/OMDVP, Randolph AFB TX 78150 where they will be destroyed when no longer needed for research. |
| *15.4 | | answer sheets for DLAB and DLPT II | | send quarterly to Commandant, Defense Language Institute, Foreign Language Center, ATTN: Test Control Officer, Presidio of Monterey, CA 93940 where they will be destroyed when no longer needed for research. |
| *15.5 | | answer sheets for AFOQT | scored at AFHRL | forward to AFHRL, ATTN: HQ AFMPC/OLAH, Building 578, Brooks AFB TX 78235, where they will be destroyed when no longer needed for research. |
| *15.6 | | | scored at HQ AFROTC/RRUR, AFOQT Office | send AFROTC/RRUR, Maxwell AFB AL 36112, where they will be destroyed when no longer needed for research. |
| *16 | | (RESERVED) | | |
| *16.1 | | answer sheets for Armed Services Vocational Aptitude Battery (ASVAB) | at Air National Guard (ANG) and AF Reserve (AFRES) testing units, and overseas Consolidated Base Personnel Offices and testing units | destroy 6 months after scoring. |
| *17 | completed answer cards | Air Force Personnel Test 851 (AFPT 851) | record copies at Air Force Manpower and Personnel Center, Airman Promotion Management Branch (HQ AFMPC/MPCAWB2) | destroy after 2 years. |
| 18 | high score file | listings used in test compromise research | record copies at HQ AFMPC/MPCAW | destroy after 6 months. |
| 19 | current Master Test File (MTF) | microfiche containing current test record | | destroy after 2 years. |
| 20 | USAFSE results (roster) | listings of USAFSE results by name and month of administration | | destroy after 20 years. |
| 21 | test answer card reject analysis listing | listing of error rates by TCO | | destroy after 1 year. |
| 22 | AFPRT 237/machine run rosters | listing of individuals testing by TCO | | |
| 23 | no-show waivers | request for no-show waivers | | destroy after 2 years. |
| 24 | historical Master Test File (MTF) | test records purged from the current MTF | | destroy after 10 years. |
| 25 | test compromise cases | files of investigation | record copies at HQ AFMPC/MPCAW/MPCYPT | destroy after 2 years. |

NOTES:

1. This table covers records pertaining to military personnel testing as prescribed in AFR 35-9, and includes tests for aptitude, proficiency, procurement and promotion programs (see AFR 30-17). (See tables elsewhere in this regulation for tests not covered by AFR 35-8, such as civilian personnel tests in tables 40-2 and 40-3, academic and flying proficiency tests in 50 and 60 series tables, OSI tests in tables 124-7, prisoner tests in

table 125-2, DANTES tests in table 213-1, etc.)

2. When a TCO's account is disestablished, furnish a copy of disposition of test materials to the MAJCOM/SOA test control officer for review and retention for 1 year.

3. AFROTC and AF Recruiting Service detachments are exempt from the 1 August inventory.

**TABLE 35-7**

**FLYING STATUS RECORDS (see note)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | flying evaluation boards, faculty boards, or aeronautical rating boards | board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status | | destroy after 1 year. |
| 2 | flying status reports | reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements | | destroy at end of FY for which authorization was granted. |
| 3 | crew information formats | locally devised forms used to collect personnel and operational data on "lead-select" crews | | destroy when superseded or obsolete. |
| 4 | flying status actions | correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Record (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions | at MAJCOMs/SOAs/ major subordinate commands | destroy after 1 year. |
| 5 | | | below major subordinate commands | see table 10-1, rule 2. |
| 6 | Missileman Badge | applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge | accumulated by approving/disapproving authorities | destroy after 1 year. |
| 7 | Weapons Controller Badge | | | see table 900-1. |
| 8 | parachute jump records | forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel | for transferred personnel | send to new duty station. |
| 9 | | | for separated personnel and individuals who are detached from jump duty | give to individual. |
| 10 | | | for deceased personnel | forward for inclusion in personal effects (see AFR 143-6). |
| 11 | | | for missing in action, captured, or interred personnel | forward for inclusion in MPRG. |

NOTE: Rules apply to those copies not required by other directives to be filed in the military personnel record groups (see table 35-1).

TABLE 35-6

PROMOTION AND DEMOTION RECORDS (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | officer appointment, promotion, selection boards through the grade of Colonel | proceedings, findings and related records | at HQ AFMPC and HQ ARPC | destroy after 50 years (see note 2). |
| *1.1 | General officer promotion boards | | at HQ USAF Assistant for General officer matters (MPG) | retire as permanent (see note 3). |
| *2 | officer appointment, promotion, selection boards other than in rule 1.1 | | at other than HQ USAF/MPG, HQ AFMPC and HQ ARPC | destroy 1 year after final action or on inactivation, whichever is sooner. |
| 2.1 | regular appointments and indefinite reserve status | eligible and ineligible listings | at HQ AFMPC | see rule 1. |
| 2.2 | | | at other than HQ AFMPC | destroy 6 months after all actions have been completed for the board. |
| 2.3 | | acceptance oaths/statements, medical certificates, statements of declination | at HQ AFMPC and CBPOs | see table 35-1, rule 1. |
| 2.4 | | | at other than HQ AFMPC and CBPOs | destroy 6 months after all actions have been completed for the board. |
| 3 | airman promotions | board proceedings, findings and related records | at HQ AFMPC and HQ ARPC | destroy after 50 years (see note 2). |
| 4 | | | at CBPOs | destroy 1 year after approval. |
| 5 | | recommendations | for individuals who died or became missing in action before promotion was effected | forward per AFR 39-29. |
| 6 | | | other than in rule 5 | destroy on promotion or supersession, whichever is sooner. |
| 7 | | inquiries, waivers, supplemental actions, and related records not part of the board proceedings | at MAJCOMs/HQ AFMPC | destroy after 1 year. |
| 8 | | | at CBPOs | destroy 1 year after end of cycle. |
| 9 | | records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings | at MAJCOMS/HQ AFMPC | destroy after 5 years. |
| 10 | | | at CBPOs | destroy 1 year after end of cycle. |
| 11 | airman demotions | recommendations for reduction in grade, and related records | approved and demotion directed | destroy after 5 years. |
| 12 | | | disapproved | destroy after 3 months. |

NOTES:

1. Rules apply only to those not required by other directives to be filed in the individual record groups (see table 35-1).
2. Retain for 5 years, then retire to WNRC, where the records will be destroyed after 45 additional years.
3. Offer to National Archives after 50 years.

TABLE 35-8.1

WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | airman test control rosters | lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s) | record copy (original) | destroy after 1 year. |
| 2 | airman ineligible for promotion testing rosters | lists of personnel not eligible for promotion testing | | |
| 3 | airman promotion testing purge roster | lists of personnel by AFSC and grade overdue for completion of required promotion test | | |
| 4 | airman promotion eligibility listings | lists of personnel in grades E-1 through E-8 eligible for promotion consideration | | destroy after 6 months from processing month for grades E-1 through E-3. Destroy after 1 year from end of cycle for grades E-4 and above. |
| 5 | airman promotion ineligibility listings | lists of personnel in grades E-1 through E-8 ineligible for promotion consideration | | |
| 6 | airman promotion selectees listings | lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade | | destroy unit lists after 6 months. Destroy CBPO lists after 1 year from end of cycle. |
| 7 | airman promotion nonselectee listings | lists of personnel in grades of E-1 through E-8 who were not selected for promotion to next higher grade | | |
| 8 | airman promotion selection monthly increment list | list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month | | destroy after 1 year from end of cycle. |
| 9 | airman promotion data verification record | lists data to be reviewed by those personnel eligible for promotion | individual's copy | destroy when no longer needed. |
| 10 | promotion test requirements | listing containing test requirements for personnel eligible for promotion | record copy (original) | destroy after 1 year. |
| 11 | rosters and listings covered by rules 1 through 10 | information copies | | destroy after 90 days or when no longer needed, whichever is sooner. |
| 12 | WAPS notice | listing containing data that was used for promotion | individual's copy | destroy when no longer needed. |
| 13 | promotion cutoff/select analysis list | a listing reflecting eligible personnel, quota selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC | HQ AFMPC record copy | destroy after 10 years. |
| 14 | | | copies other than rule 13 | destroy after 1 year. |
| 15 | post select control list | listing of record status changes to the WAPS file | HQ AFMPC record copy | destroy after cycle is purged. |
| 16 | TICS 309 input by CBPO/HAF errors | a reject listing which identifies TICS 309 input by CBPO or HAF | | |
| 17 | unprojected promotions and CBPO/HAF promotion withholds/ cancellations | listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion | | |
| 18 | special category SKT exempt personnel | listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS | | |
| 19 | nonreconcilable tests received | listing of test(s) received that were not compatible with AFSC data | | destroy after 1 cycle. |
| 20 | SSAN change list | listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected | | destroy after 1 year. |
| 21 | world wide master promotion name list | listing of personnel selected, nonselected, ineligible or nonweighable for promotion | | destroy after 10 years. |
| 22 | | | copies at other than HQ AFMPC | destroy after 2 cycles. |

TABLE 35-8.1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 23 | master selectee promotion sequence number list | listing of promotion selectees by sequence number assigned | HQ AFMPC record copy | destroy after 10 years. |
| 24 | initial/supplemental master promotion select/nonselect list | listing of selectees and nonselectees by promotion AFSC considered for promotion | | |
| 25 | promotion withhold list | listing of personnel whose promotion has been withheld | | destroy after 6 months. |
| 26 | batch transaction validate | listing of transactions checked for validity that process to the master personnel file | | |
| 27 | staff input transaction register | listing of transactions that update the master personnel file | | destroy after 90 days. |
| 28 | HAF reject transaction register | listing of transactions that have rejected from the master personnel file | | |
| 29 | promotion history files (Cycle 71A/after) | microfiche copies | | destroy after 10 years. |
| 30 | senior NCO master file update list | listing of transaction input to the IEF | | destroy 6 months after board adjourns. |
| 31 | senior NCO inquiry listing | listing of personnel eligible/ineligible for promotion | | destroy 90 days after board adjourns. |
| 32 | senior NCO initial eligible file | lists of every E-7 and E-8 in the Air Force | | destroy 1 year after board adjourns. |
| 33 | senior NCO initial eligible reconcilable list | list of mismatch data, missing records or duplicate records | | destroy 90 days after board adjourns. |
| 34 | master promotion ineligible list | list of personnel ineligible for promotion consideration | | destroy after 1 year. |
| 35 | master manual select/nonselect list | list of personnel considered for promotion manually | | destroy after 10 years. |
| 36 | out-of-system supplemental promotion cases | documentation of manual supplemental cases | | destroy after 1 year. |
| 37 | nonweighable listings | list of personnel eligible for promotion in nonweighable status | | destroy after 6 months. |
| 38 | | | copies other than rule 37 | destroy when no longer needed. |
| 39 | promotion correspondence | letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc. | CBPO copies | destroy after 1 year. |

**TABLE 35-9**

**DISCHARGE AND SEPARATION (see note 1)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | administrative discharge or separation from service for cause | board proceedings, board waivers, recommendations, and other related records | approved actions resulting in discharge | see rule 7 and note 1. |
| 2 | | | (RESERVED) | |
| 3 | | | actions not resulting in discharge (see note 2) | destroy after 1 year or on reassignment of member, whichever is sooner (see note 3). |
| 4 | requests for discharge | applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government | disapproved actions | return to individual on completion of disapproval action. |
| 5 | | | approved actions resulting in discharge | see rule 7 and note 1. |
| 6 | report of transfer or discharge | forms and related records | at recruiting units | destroy 3 months after date of separation. |
| 7 | separation preparation | relocation preparation project folders used to consolidate separation processing records | | |
| 8 | (RESERVED) | | | |
| 9 | exit questionnaires | questionnaires and similar records accomplished during separation processing | | destroy after 6 months. |
| 10 | request for waiver of discharge processing | related records | approved | hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy (see note 2). |
| 11 | | | disapproved | return to originator. |
| 12 | recruiting prospect card | personnel data and counseling action | maintained by the Reserve/Guard Counselor | destroy 1 year after separation. |
| *13 | approved waiver of discharge for fraudulent enlistment entry (excludes waiver for concealment of prior service) | board proceedings, board waivers, recommendations, and related records on approved waiver resulting in retention | see rule 7 and note 1. | |

NOTES:

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 35-1).

*2. When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFR 35-44 and remove when probation or rehabilitation is complete and suspended involuntary discharge is permanently cancelled.

3. EXCEPTION: See AFR 35-44 for records containing information indicating the possible existence of a physical or mental defect, or pertaining to airmen holding appointments of Reserve of the AF, commissioned or warrant officer.

**TABLE 35-10**

**NONCOMMISSIONED OFFICER (NCO) STATUS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | monthly appointment | eligible and ineligible listings | at CBPOs | destroy after 6 months. |
| 2 | | | at units | destroy after 3 months. |
| 3 | vacation of appointment | copies of letters | at CBPO, Special Actions Units | destroy after 1 year. |
| 4 | | | at units | destroy when member is reappointed to NCO status or when member separates, transfers, or dies. |
| 5 | reappointment | original letters | at CBPOs | destroy after 1 year. |
| 6 | | | at units | destroy after 90 days. |
| 7 | appointment, reappointment orders | | | see tables 35-1, rule 1 and 35-4. |

**TABLE 35-11**

**AF TRANSITION PROGRAM RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | operation and administration of AF Transition Program | policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under table 10-1 | at other than HQ AFMPC/MPCM | destroy after 1 year. |
| 1.1 | | | at HQ AFMPC/MPCM | retire as permanent (see note). |
| 2 | individual case files | records required for each participant | at CBPO, transition program offices | destroy 6 months after termination of military status or reenlistment. |
| 3 | transition training agreements | | | |
| 4 | recurring reports | reports required by this program not covered elsewhere in this regulation | at MAJCOM and CBPO, transition program offices | destroy after 1 year. |
| 5 | Manpower Development Training Act | records such as budget estimates and annual plans | | |
| 6 | Area Manpower Institute for the Development of Staff (AMIDS) Programs | records required by this program not covered elsewhere in this regulation | | |
| 7 | transition manpower programs information bulletins | | | |
| 8 | individual applications for attendance at the AF Skill Center | | | destroy 6 months after termination of military status. |
| 9 | transition eligibility roster | | at CBPO and GSU, transition program offices | destroy 3 months after termination of military status. |

NOTE: Offer to National Archives 20 years after project termination.

**40. Civilian Personnel.** These tables cover records pertaining to administration of the civilian personnel program, including recruitment, placement, position classification, career development, employee-management relations, labor relations, disciplinary actions, grievances, leave, performance evaluation, equal employment opportunity, and incentive awards. Tables 40-1 through 40-9 cover records created by elements of the Directorate of Civilian Personnel, HQ USAF, MAJCOMs, and the central civilian personnel offices (CCPO). Records accumulated by operating officials are covered in table 40-8. Payroll records, including time and attendance reporting, are in the 177 tables. Nonappropriated fund employee personnel records are covered in table 176-2.

Special Note: All references throughout the tables pertaining to HQ USAF include the Office of Civilian Personnel Operations (OCPO).

**TABLE 40-1**

**POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | basic program records | HQ USAF and MAJCOM records reflecting basic delegations of authority (comments and coordination) and development of policies, procedures and methods for conducting all phases of the AF civilian personnel administration program | wage schedules, resolution of field-referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program | permanent; retain at accumulating office during its existence (see notes 1, 2). |
| 2 | | (RESERVED) | | |
| 3 | | records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay actions | authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to, base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; Office of Personnel Management (OPM), HQ USAF, or MAJCOM exceptions or authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations | retain pending revision of disposal authority. |
| 4 | | individually approved position classification guides and advisory allocations used as precedents for General Schedule and Wage Schedule positions | field-originated advisory allocations; tentative drafts of classification, qualification or occupational standards furnished by OPM for comment or information before publication, and related correspondence not maintained with publication to which it pertains | destroy when superseded by published standards or other precedent decisions; or when obsolete, no longer needed or on inactivation of office. |
| 5 | wage administration | wage schedules, oversea differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action | records which constitute the basis for personnel actions which may require reconstruction at a later date | retain pending revision of disposal authority. |
| 6 | | | all wage administration records not covered in rule 5 | destroy after 2 years. |
| 7 | CCPO manpower management reports | reports and corollary records | periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects | destroy 2 years after effective date of report. |
| 8 | Official Personnel Folder (OPF) | an OPF for each civilian employee, recording employee's federal work history and civil service status | at CCPOs | send folder to NPRC (CPR), St Louis MO, 30 days after separation; NPRC will destroy 75 years after birth date of employee (60 years after date of the earliest record in the folder if the date of birth cannot be ascertained) or 5 years after latest separation, whichever is later. |

TABLE 40-1. CONTINUED

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 9 | Intergovernmental Personnel Act (IPA) assignments | copies of assignment agreements and other related records accumulated during the assignment | not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position | destroy 2 years after assignment ends, or at end of period of obligated service required of an AF employee returning to his/her position, whichever is later. |
| 10 | (RESERVED) | | | |
| 11 | (RESERVED) | | | |
| 12 | (RESERVED) | | | |
| *13 | chronological journal file | notifications of personnel actions for all actions that OPM requires to be recorded on SF 50 | at CCPOs | destroy 2 years after close of month in which notification was dated. (See note 4.) |
| 14 | non-US citizens in foreign areas | records on all direct-hire non-US citizens in foreign areas and all such indirect hires excluding those covered by rule 16 | basically the same as those maintained for other employees, adapted to meet local needs | dispose of as specified for records of other employees (or in a manner that will satisfy peculiar requirements in administering non-US citizens in the host country). |
| 15 | (RESERVED) | | | |
| 16 | indirect-hire non-US citizens in Federal Republic of Germany | records of indirect-hire non-US citizens in the Federal Republic of Germany | OPFs administered by the CCPO in the Federal Republic of Germany | destroy 3 years after separation of employee. |
| 17 | (RESERVED) | | | |
| *18 | employee reconsideration files | negative determinations of acceptable level of competence for within-grade increases and basis thereof; employee's written request for reconsideration; reports of investigation, written summaries or transcripts of any personal presentations made; final decision on requests for reconsideration | | destroy 1 year after date of final decision. (See note 4.) |
| 19 | (RESERVED) | | | |
| 20 | manning authorizations | unit manning records, manpower authorization listings/vouchers, or letters | allocations of manpower spaces issued by the manpower office per AFM 26-3 | destroy 6 months after supersession. |
| 21 | file of official publications | superseded copies of Federal Personnel Manual and AF regulatory material | | see table 11-1 and AFR 40-171. |
| 22 | Federal Employees' Compensation Act log | weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs | at CCPOs | destroy after 5 years. |
| 23 | Federal Employees' Compensation Act case files | letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs | | retain pending revision of disposition authority. |
| 24 | evaluation/inspection | evaluation of civilian personnel management and administration reports and significant related records | evaluations conducted by HQ USAF | destroy after 2 consecutive reports have been filed. |
| 25 | | | at major subordinate commands | destroy 1 year after next like inspection or after 3 years, whichever is sooner. |
| 26 | personnel management and administration | civilian personnel status and improvement plan reports | at CCPOs | destroy after 3 years. |
| 27 | personnel strength accounting | end-of-month (EOM) fiscal year report of federal civilian employment and corollary records | used to derive civilian strength and full-time equivalents of the AF | retire as permanent (see note 3). |

TABLE 40-1. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 28 | | end-of-month fiscal quarter report of federal civilian employment and corollary records | | destroy after 5 years unless rule for fiscal year applies. |
| 29 | | end-of-month monthly report of federal civilian employment and corollary records | | destroy after 2 years unless rule for fiscal year or fiscal quarter applies. |
| 30 | | extracts of Monthly Report of Federal Civilian Employment forms, computer records, and corollary records | at MAJCOMs/SOAs/DRUs and/or CCPOs to derive civilian personnel strength statistics for commanders and key management officials | destroy when obsolete, superseded or no longer needed. |

NOTES:

1. When records become background material to a publication, they are handled according to table 5-1.
2. Offer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
3. Offer to the National Archives in 10-year blocks when the most recent records in the block are 20 years old.

*4. When a class action complaint is filed, refer to table 40-4, rule 2.

TABLE 40-2

STAFFING

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | applicant supply file | employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data | | dispose of according to FPM guidance and OPM agreements. (See note 2.) |
| 1.1 | Civil Service Reform Act (CSRA) delegated authorities | records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision | | destroy after audit by OPM and AF evaluators. |
| 2 | (RESERVED) | | | |
| 2.1 | job element qualifications questionnaires | | | destroy 2 years after supersession. |
| *3 | OPM certificates | each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers regarding objections to eligibles, reasons for passing over veterans, and copies of SFs 171 | | destroy when 2 years old. (See note 2.) |
| 4 | appointee availability inquiry records | correspondence, telegrams, and related papers concerning availability of appointees | accepted appointments | destroy when individual enters on duty. |
| 5 | | | declined appointments, when names are received from certificate of eligibles | return to OPM with replies and applications. |
| *6 | | | declined appointments, when offers were made from applicant supply file of the installation | file with application. (See note 2.) |
| 7 | examinations | OPM examination records | | see FPM. |
| 8 | | AF test booklets in which answers have been recorded, and completed test answer sheets have been posted to individual's records | | destroy after 90 days. |
| *9 | | test records for individual employee showing all current authorized AF test scores attained by the employee and maintained in his or her OPF (see table 40-1) or in a separate file | | forward with OPF when employee is reassigned within the AF; destroy 1 year after employee transfers or separates from AF. (See note 2.) |
| 9.1 | | semiannual or other inventories of test material | | destroy after completion of next inventory. |
| *9.1.1 | | master copy of the tests and annual test inventory | with AF Test Control Officer | retain pending disposition approval. |
| *10 | promotions | records of individual promotion actions, including work records, job analysis, Promotion Evaluation Patterns (PEPs), and files showing how candidates were rated and ranked which are sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans | | destroy 2 years after personnel action or audit by OPM, whichever is sooner. (See note 2.) |
| *10.1 | | PEPs for use in centrally managed AF career programs | at OCPO, career program branch | delete from data system when superseded or revised by new PEP; destroy hard copy after 2 years. (See note 2.) |
| *10.2 | | records of specific job analysis records used in validation of PEPs and other records (i.e., SFs 52, certificates, etc.) used for career program referrals | | destroy when superseded or 2 years after staffing action is completed, whichever is later. (See note 2.) |

TABLE 40-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 11 | (RESERVED) | | | |
| *11.1 | (RESERVED) | | | |
| *12 | reduction-in-force | retention registers, notice to employees and work cards which are lists prepared before reduction-in-force for each competitive level affected, and related records | | destroy after 2 years if no appeal is filed; if appeal is filed, see table 40-4. (See note 2.) |
| *13 | federal equal opportunity recruitment | job interest sheets/cards of women and protected minority groups for occupations that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans | at CCPOs | dispose of in accordance with FPM guidance and OPM agreements. (See note 2.) |
| *14 | Federal Equal Opportunity Recruitment Plan | determinations for eliminating underrepresentation and priorities for accomplishment | | see rule 19.1. |
| 15 | reemployment priority list | list of names supported by supervisor's record of employee (AF Form 971) | at CCPOs | destroy after expiration or loss of employee's reemployment rights or after final decision on a pending appeal, whichever is later. |
| 16 | (RESERVED) | | | |
| 17 | oversea recruitment requests | master copies of oversea civilian personnel requests with position description attached | at oversea CCPOs servicing the position | destroy 1 year after position is filled. |
| 18 | individual recruitment case files | records pertaining to recruitment and selection for oversea employment | | destroy 1 year after expiration of employee's transportation agreement. |
| 18.1 | employees selected for assignment overseas granted return rights to US | copies of processing records (SF 50), transportation agreements, position descriptions, employment agreements, etc. | at CCPOs | destroy after return of employee or 1 year after return rights are terminated. |
| 19 | affirmative actions for minorities and women and handicapped | committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment | at MAJCOMs and below | destroy after 3 years or when superseded or obsolete, whichever is applicable. |
| *19.1 | | Affirmative Employment Plan including Upward Mobility Plan, Federal Equal Opportunity Plan, etc. | | destroy 5 years from date of plan. |
| *19.2 | uniform guidelines on employee selection procedures | EEO analysis worksheets, and statistics dealing with applicant and candidate flow by race, sex and ethnic group | at Affirmative Employment offices | destroy when when 5 years old. (See note 2.) |
| *19.3 | | annual adverse impact determinations and analysis of alternate methods | | |
| *19.4 | | results of validity studies to include records of job analysis, PEP validation referral rosters, Promotion and Placement Referral System Statistics | | |
| 20 | retired members of the uniformed services | records of appointments and proposed appointments which were disapproved | | destroy 5 years after close of year in which employee was appointed or appointment was disapproved. |
| *21 | employee placement assistance | individual case files of employees registered in career programs | at OCPO | destroy 2 years after registrant is removed from the program. (See note 2.) |

TABLE 40-2, CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *21.1 | | "Civilian Career Enhancement Program (Registration and Geographic Availability Form)," for career programs, central skills bank, or both | at CCPOs | delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system. |
| *21.2 | | hard copy records | | destroy after 2 years. |
| 22 | | "stopper lists" received and records of any positions in the pay category series and grades on the "stopper list" during the time lists are in force | | destroy 2 years after registrant is removed from the program. |
| 22.1 | | individual case files of employees registered in the DOD Priority Placement Program and the Automated Overseas Employment Referral Program | | |
| 22.2 | | records related to DOD-announced base closure, transfer of function or reduction, such as: programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure, and related reports not covered elsewhere in this regulation | at MAJCOMs | destroy 2 years after final action taken on base closure or transfer. |
| 23 | Part-Time Employment Program | special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CCPO | at HQ USAF, MAJCOMs and CCPOs | destroy when 2 years old. |
| *24 | DOD Automated Career Management System (ACMS) records and reports | individual employee registration in DOD career programs, resumes, and file maintenance updates completed by employees | at CCPOs and forwarded to the DOD Central Referral Activity (DODCRA) | destroy when 2 years old. (See note 2.) |
| *24.1 | | employee career appraisal completed by supervisor | at CCPOs and forwarded to DODCRA | destroy when 3 years old. (See note 2.) |
| *24.2 | | requisition and referral requests for filling positions from the ACMS inventory | initiated by supervisors, and copies forwarded to DODCRA for a roster of eligibles | destroy when 2 years old. (See note 2.) |
| 25 | separation clearance | forms used to ensure that a separating employee clears with various installation activities prior to departure | at CCPOs | destroy after 3 months if maintained as a separate file; or maintain and dispose of under table 10-1 as transitory material. |
| *26 | general staffing records | records pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information | at MAJCOMs | destroy when record is 2 years old. |
| *27 | Career Program Cadre | forms, interview questions, validation records, etc. | at MAJCOMs and OCPO | destroy 2 years after cadre selections are made. (See note 2.) |
| *28 | Defense Intelligence Special Career Automated System, records and reports | individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates, and resumes which are completed by employees in the DOD-wide Civilian Intelligence Career Development Program | at CCPOs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS) | destroy when record is 2 years old. (See note 2.) |
| *29 | | employee career appraisal forms initiated by supervisor | at CCPOs, with copy forwarded to the DISCAS | destroy after 3 years. (See note 2.) |
| *30 | | requisition and referral requests for filling positions covered by the DOD-wide Civilian Intelligence Career Development Program initiated by supervisor | at CCPOs, copy forwarded to the DISCAS for a roster of eligibles | destroy 2 years after selection is made from roster. (See note 2.) |

TABLE 40-2. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *31 | SES Merit Staffing | applications (SF 171) and related records to include qualifications standard, vacancies announcement, documentation of recruitment efforts, list of all applicants, selection procedures applied, complaint/appeal to the ERB and the findings, written recommendation on those referred for selection, rating schedule and sheet, and ERB case file | at CCPO | destroy when 2 years old. (note 2) |

NOTES:

1. Retain Supervisor Evaluation of Employee Current Performance and/or Supervisor Evaluation of Employee Potential for First Level Supervisor Positions until replaced by the second Civilian Potential Appraisal.

*2. When a class action complaint is filed, refer to table 40-4, rule 2.

**TABLE 40-3**

**EMPLOYEE CAREER DEVELOPMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | annual training, development and financial plans | record showing civilian quota (CQ) file date from Personnel Data System–Civilian (PDS–C) | at CCPOs | destroy after 5 years. |
| 2 | civilian personnel retraining | reports of retraining resulting from base closure, transfer or consolidation of functions | at HQ USAF | destroy after 4 years. |
| 3 | | | at other than HQ USAF | destroy after 2 years. |
| *4 | training through installation facilities | individual course folders containing training forms or comparable forms, course outlines, attendance and rating records and related materials which are official and basic records of completed training courses | | destroy 2 years after course is completed. |
| *5 | | individual case files containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials | | destroy 3 years after individual completes course or discontinues training (see note 2). |
| *6 | training through other than installation facilities | records pertaining to courses attended by employees at other installations, other federal agencies, or nongovernment training facilities other than those covered by rules 6.1 and 6.2 | | destroy 2 years after course is completed (see note 2). |
| 6.1 | | financial records in support of long-term, full-time training through nongovernment facilities which are the validation necessary to accomplish the service and reimbursement commitment | | destroy 1 year after end of obligated service or settlement of claim, whichever is later. |
| 6.2 | | financial records in support of short-term training through nongovernment facilities | | |
| 7 | annual report of civilian training and supplemental records relating to expenses | records of training completions, duty hours, associated costs (except accounting and finance records covered in the 177 tables) which are payments for travel, per diem, tuition, contributions, awards and related fees | | destroy when 3 years old. |
| 8 | centrally managed training and development under AF career management programs | Individual Development Plans (IDPs), coerse folders, and training records for career program participants | at appropriate career program branch, OCPO | destroy when updated or 2 years after completion of course. |
| *8.1 | long-term, full-time training and career broadening assignments made under the auspices of centrally managed career programs | nomination materials, records of selection proceedings and other records used in the analysis process | | destroy 2 years after completion of training (see note 2). |
| 8.2 | Individual Development Plan (IDP) | Individual Development Plan form | at CCPOs | destroy when replaced by a new IDP. |
| 8.3 | | programs not covered by IDPs (i.e., Veterans Readjustment Act) | | destroy 2 years after completion of, or withdrawal from, training. |
| 9 | apprentice action | record in gains and losses during preceding 6-month period on apprentice program | at HQ USAF | destroy when 5 years old. |
| 10 | | | at other than HQ USAF | destroy when 3 years old. |
| 11 | apprenticeship approval | letters of approval of programs by the US Department of Labor and/or Veterans Administration | at HQ USAF | destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation. |

TABLE 40-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | | | at other than HQ USAF | destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation. |
| 13 | apprentice standards | apprentice standards form | at HQ USAF | destroy 5 years after completion of apprentice program or when superseded, whichever is sooner. |
| 14 | | | at other than HQ USAF | destroy 3 years after completion of apprentice program or when superseded, whichever is sooner. |
| 15 | student employment and work student programs | records pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program | written agreements between the school and AF activity maintained at CCPOs | destroy 2 years after agreement expires or is renegotiated, whichever is sooner. |
| 15.1 | | reports required under E.O. 12015 | at CCPOs | destroy when 3 years old. |
| 15.2 | | | at HQ USAF | destroy when 5 years old. |
| *16 | Upward Mobility Program | training plans, evaluation, and related material | at CCPOs | destroy 2 years after employee leaves the program (see notes 1 and 2). |
| *17 | | career management/upward mobility plan | | see table 40-2, rule 19.1. |

NOTES:

1. Rule applies to those records not required by current directives to be filed in the individual's Official Personnel Folder.
2. When a class action complaint is filed, refer to table 40-4, rule 2.

TABLE 40-4
EMPLOYEE-MANAGEMENT RELATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | grievances and appeals; i.e., denial of within-grade step increase, reduction-in-force, unacceptable performance, and classification | original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings except complaints of discrimination not included in rules 1.1, 1.4 and 3 or in table 40-6, rule 8 | | destroy 3 years after case is closed (notes 1 and 2). |
| *1.1 | individual complaints of discrimination | original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings | | destroy 4 years after case is resolved by AF or Equal Employment Opportunity Commission (EEOC) or by a US court. |
| *1.2 | | management decisions on whether or not to take disciplinary action | | destroy 2 years after case is closed (see note 4). |
| *1.3 | | cards which describe current status in processing each individual complaint | | |
| *1.4 | | record of complaint not pursued beyond informal stage | | destroy 2 years after date EEO counselor was initially contacted (see note 4). |
| *2 | class action complaints of discrimination | original complaint, counselor's report, transcripts, exhibits, decisions, related material (e.g., merit promotion files, PPRS, etc.) | | destroy four years after final resolution. |

TABLE 40-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *3 | adverse actions and appeals | notice of proposed action, any answer made by employees, notice of decision, any order affecting the action, appeals documentation, and any supporting material, including any judicial proceedings | | destroy 4 years after case is closed (see note 4). |
| *4 | performance/incentive awards | recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards | | destroy 2 years after close of year in which final action is taken (see notes 2 and 4). |
| *4.1 | | correspondence or memoranda pertaining to awards from other government agencies or private organizations | | destroy after 2 years (see note 4). |
| *4.2 | | reports pertaining to the operation of the Incentive Awards Program | | destroy after 3 years (see note 4). |
| *5 | performance appraisals | forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable not accompanied by demotion or removal recommendation | at CCPOs | destroy 3 years after date of appraisal (see note 4). |
| 6 | | forms documenting a rating of unacceptable where demotion or removal is proposed but not effected | | destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice. |
| *7 | | forms documenting ratings of members of the Senior Executive Service | | destroy 5 years after date of rating (see AFR 40-2 and note 4). |
| *8 | separation actions for employees serving on initial appointment probation or under appointment which does not afford appeal rights and which may involve claims for unemployment compensation | supervisor's explanation of reasons for separation of employee, letters of resignation in lieu of termination for cause, and similar cause. Filed subjectively rather than in, or with, employee's personnel records (see note 3). | | destroy 2 years after effective date of separation (see note 4). |
| *9 | counseling regarding Defense-related employment | statements signed by employees confirming they have received counseling on reporting Defense-related employment according to AFR 30-14. See also AFR 40-735 | at CCPO | destroy 3 years after employee separates. |

NOTES:

1. Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by table 11-1, rule 9. Retirement to a federal records center is not authorized.
2. For employee suggestions, inventions and scientific achievements, see table 900-2.
3. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.

*4. When class action complaint is filed, refer to table 40-4, rule 2.

**TABLE 40-8**

**CLASSIFICATION**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | position descriptions | files describing established positions, including information on title, series, grade, duties and responsibilities | record copies | destroy 5 years after position is abolished or description superseded. (note) |
| 2 | | | other copies | destroy when position is abolished or position description superseded. |
| 3 | (RESERVED) | | | |
| *4 | position surveys | surveys or equivalent listings of positions and actions, reports of misallocations, and correspondence pertaining to classification action resulting from position audits | | destroy 4 years from date of the report, or on inactivation of office, whichever is sooner (see note). |
| *5 | actions resulting from position surveys | position survey form or equivalent (used instead of a request for personnel action form to request action) | optional files; if not maintained, see rule 4 | destroy 2 years after effective date of action (see note). |
| 6 | (RESERVED) | | | |
| *7 | position management | plans, surveys, reports and related correspondence | | destroy after all action is completed or new report is issued, whichever is applicable (see note). |

NOTE: When class action complaint is filed, refer to table 40-4, rule 2.

TABLE 40-6

UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT OFFICIALS MANAGEMENT DOCUMENTATION (see note 1)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | union or association recognition | request or petition for recognition, related documents; installation's letter of recognition and certification of representative | at CCPOs | destroy when union is no longer recognized or when no longer needed, whichever is later. |
| 2 | | analysis and exhibits determining appropriateness of unit; election agreement, related records; disapproval requests for union recognition | | |
| 2.1 | union or association recognition | summary of recognition and agreement data | at HQ USAF | destroy when union is no longer recognized or when no longer needed, whichever is later. |
| 3 | memorandum of agreement under labor management relations in federal service | initial union proposals, counter proposals, working documents, and approved agreement | | destroy when superseded or obsolete. |
| 4 | annual report of union recognitions | report, and all backup material | | destroy when 5 years old. |
| *5 | unfair labor practice complaints | initial complaint, case record, and decision | at CCPOs | destroy 4 years after resolution (notes 2 and 3). |
| *5.1 | | | at HQ USAF and MAJCOMs | destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later (notes 2 and 3). |
| 6 | union or association request for permission to post literature | request, literature, and installation approval/disapproval | | destroy 2 years after date of installation approval or disapproval. |
| 7 | union or association management consultation meetings | minutes of meetings, and copies of decisions made | | destroy when superseded or obsolete. |
| *8 | grievances filed under negotiation grievance procedure | initial and subsequent filings at successive steps of grievance procedure; management decisions; memos for the record and any other pertinent related evidence | at CCPOs (or other appropriate level of recognition) | destroy 3 years after case is closed (notes 2 and 3). |
| *9 | arbitration awards rendered under negotiated agreement, and appeals therefrom to Federal Labor Relations Authority | request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable | at HQ USAF | |
| 10 | | | at MAJCOMs and CCPOs | |
| 11 | official time usage for representation purposes | summary of official time expended for representation purposes | at HQ USAF | destroy when union is no longer recognized or when no longer needed, whichever is later. |

NOTES:

1. Records described in this table is not authorized for retirement to a federal records center.
2. Selected records may be retained as policy/precedent files managed by table 11-1, rule 9.

*3. When a class action complaint is filed, refer to table 40-4, rule 2.

TABLE 40-8

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | general employee management | correspondence and other records about or to individual employees, or pertinent to employment matters in office of jurisdiction filed in general correspondence file | | see table 10-1. |
| 2 | | | filed with supervisor's record of employee | see rules 3, 4, 4.1. |
| 3 | supervisor's record of employee | AF Form 971, Supervisor's Record of Employee | for employees separated from the installation for reasons other than RIF or for military service | destroy 60 days after separation, or when no longer needed for pending grievance or appeal. |
| 4 | | | for employees transferred within an organization or to an organization serviced by the same CCPO, separated to enter military service or in a RIF | forward per AFR 40-293. |
| 4.1 | | debt letters, letters of caution or warning, and similar papers | filed with supervisor's record of employee | destroy 2 years after date of letter or when purpose is served, whichever is sooner. |
| 4.2 | | employee career appraisal prepared for employees registered in an AF-wide or DOD-wide civilian career enhancement program | | destroy 2 years from date on appraisal or when employee is no longer in the program. |
| 4.3 | | notations of oral admonishments and notices of reprimand | | see AFR 40-750. |
| 4.4 | performance appraisals | appraisal forms, records used to support or track employee performance, during the appraisal period, records of periodic performance discussions | kept by supervisor | destroy 3 years after date of appraisal or 1 year from date of separation or transfer outside Air Force, whichever is sooner. |
| 4.5 | | | kept by supervisors of members of the Senior Executive Service | destroy after 5 years or when employee separates, whichever is sooner. |
| 5 | position descriptions | copy of each basic position description | | see table 40-5. |
| 6 | position surveys | copy of position survey and related records | | destroy when superseded. |
| 6.1 | position management | | | see table 40-5. |
| 7 | position sensitivity | AF Form 309, Designation of Civilian Positions as Sensitive | | destroy when position is cancelled or designation is changed or the designation is posted to AF Form 1378, Civilian Personnel Position Description (see note). |
| 8 | employee training and development | nominations for training and related training records | for courses requiring evaluation | destroy after evaluation of completed training or when the training requirement no longer exists. |
| 8.1 | | | for courses not requiring evaluation | destroy after completion of training or when the training requirement no longer exists. |
| 9 | | Individual Development Plan (IDP) | | destroy when replaced by a new IDP or when no longer needed, whichever is sooner. |
| 10 | pending personnel actions | suspense copies of recommendations or requests for personnel actions, recommendations for Incentive Awards and Quality Salary Increases, and related records | | destroy on notification of completion of action. |

TABLE 40-8. CONTINUED

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 11 | uncommon tours of duty | schedules | | destroy 1 year after tour of duty is rescinded, or 1 year after final decision on an appeal; or if a grievance, discrimination complaint, appeal or legal action is pending, destroy after case is resolved. |
| 12 | emergency essential position and employee designations | lists used to identify positions as emergency essential and employees needed in support of emergency situations including disasters and wartime | | destroy when superseded or cancelled. |

NOTE: The SF 52 designating or recording a position as sensitive will be retained by the supervisor until the action is completed.

TABLE 40-9

CIVILIAN PERSONNEL STATISTICAL ACCOUNTING SYSTEM

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | action transcript sheets | civilian personnel action transcript sheets, or other authorized forms, including the statistical copy of notification of personnel action forms or equivalent which is used to code the action transcript sheets used to prepare transaction punch cards | | destroy 3 months after used for card punching. |
| 2 | transaction punch cards | cards prepared by CCPO to update E201 file which are returned from the data automation activity | | destroy when no longer needed or 3 months after date of receipt from data automation activity, whichever is sooner. |
| 3 | update status file listings | machine-produced listings used to verify transactions processed by data automation | | destroy 3 months after receipt of listing. |
| 4 | base, MAJCOM and HQ USAF error listings | machine listings showing errors detected in update transactions submitted which are used to identify errors for correction | | destroy 3 months after receipt, or when errors shown have been corrected, whichever is later. |
| 5 | master table edit and update listing | edit table entries and additions to and/or deletions from the edit table which are used to verify that the edit table is correct | | destroy when superseded. |
| 6 | alphabetical listing of employees | all employees serviced by the CCPO listing in alphabetical order of last name used as a locator file | | |
| 7 | listing of employees by assigned organization | all employees listed by function code within assigned organization and used to reconcile assigned strength figures | | |
| 8 | listing of special consultants, experts and intermittent employees | all employees on the roll who are in those categories (B263 computer) used to report a change in work status (type of employment code) | | destroy after employees' records in the master file have been changed. |
| 9 | listing of deleted personnel data codes | employees who are assigned to AFSC's and or function codes (B263 computer) which have been or will be deleted from the system and therefore require changing the employees' records | | |
| 10 | mass conversion of salaried employees | machine listing of those salaried employees whose salaries were not changed through the mass conversion which are now necessary to initiate salary changes individually | | |
| 11 | no table entry for the CCPOs | machine listings of transactions received by command from HQ USAF which show unauthorized CCPO codes and not processed against the command file | | destroy when no longer needed. |
| 12 | unauthorized command code | machine listings of transactions received by command from HQ USAF which show an authorized command code (B3500 computer) | | |
| 13 | update totals | machine listings of totals of various transactions forwarded by the command data automation | at MAJCOM directorates of civilian personnel | |
| 14 | intracommand losses | machine listings of losses machine generated by command which are used to drop employees on intracommand actions | | |
| 15 | intercommand losses | machine listings of losses generated by HQ USAF received by the commands and used to drop employees on intercommand actions | | |
| 16 | HQ USAF comma listing | records in HQ USAF file which contain commas | at CCPOs | destroy 90 days after receipt or when commas shown have been corrected, whichever is later. |
| 17 | direct keypunching authority | exception granted to the CCPO by the MAJCOM which are recognized as the authority for CCPO to keypunch cards direct from personnel action records | | destroy when no longer needed. |
| 18 | coding on forms other than civilian personnel action transcript sheet | recognized as the authority for CCPO to use other coding forms besides the action transaction sheet | | |

**TABLE 40-9. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 19 | active master file | computer magnetic master tapes containing record of each employee on AF rolls | other than as of the last day of calendar quarter at HQ USAF | destroy after 1 year. |
| 20 | | | as of the last day of each calendar quarter at HQ USAF | destroy after 5 years. |
| 21 | inactive file | periodically consolidated computer magnetic tapes containing record of each employee who has been separated from AF rolls | at HQ USAF | destroy 5 years after last periodic consolidation. |
| 22 | transactions to update centralized civilian personnel status file | computer magnetic tapes containing transactions submitted to keep the master file current and correct consolidated from input tapes received from the MAJCOMs | | destroy after 6 update cycles. |

**45. Reserve Forces.** These tables cover records pertaining to the AF Reserve, Air National Guard and AFROTC only. They do not include records on reserve forces on active duty.

**TABLE 45-1**

**RESERVE FORCES (see note 1)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | Air Force Reserve applications | copies of disapproved applications for appointment as reserves of the AF or USAF without component, and comparable forms, correspondence and related papers | | destroy 1 year after disapproval. |
| 2 | | approved applications pertaining to individuals with or without prior military service who have declined appointment | | destroy 1 year after individual declines appointment. |
| 3 | enlistment records (AF Reserve) | triplicate copies of enlistment record—Armed Forces of the US or comparable forms accumulated incident to enlistment of persons in the AF Reserve | not in conjunction with an appointment to the AF or other military academy | destroy after 1 year. |
| 4 | | | in conjunction with an appointment to the AF or other military academy | destroy 6 months after date of enlistment (see note 2). |
| 5 | delay and appeal requests | reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records | at MAJCOMs or units of assignment | destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay. |
| 6 | report of transfer or discharge | forms and related records | at NGB units | destroy 3 months after date individual separates. |
| 7 | general military course (GMC) cadets | records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence | maintained by professors of aerospace studies and HQ AFROTC | destroy after 3 years or when no longer needed, whichever is sooner. |
| 8 | professional officer course (POC) cadets and financial assistance program cadets | records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of records required by AFR 45-3 | | destroy 1 year after acceptance of commission (EXCEPTION: AFROTC copies will be destroyed immediately after acceptance of commission). |
| 9 | | records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records | | destroy after 1 year. |
| 10 | | records of disenrollment from officer candidate-type training | | destroy after 3 years. |

NOTES:

1. Rules apply to those copies not required by other directives to be filed in the military personnel records groups (see AFR 35-44).
2. The original copies of the enlistment forms are maintained in accordance with AFR 35-44 and become a permanent part of the Master Personnel Record Group.

TABLE 50-2

RESERVE FORCES TRAINING (see note 1)

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | establishment of senior and junior AFROTC | applications, contractual agreements between the AF and educational institutions which give specific instructions for administering the AFROTC program and outline both AF and institution responsibilities for safekeeping US property, and related papers | at HQ USAF/MPP and HQ AU | destroy 2 years after inactivation of AFROTC detachment. |
| 2 | | | at HQ AFROTC | hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent (see note 2). |
| 3 | | | at AFROTC detachment | destroy on inactivation of detachment. |
| 4 | Armed Forces of the US report of transfer or discharge | | | see table 35-1. |
| 5 | active duty report | | | |
| 6 | inactive duty training | authoriztion for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization, see table 177-25) | originals | destroy after 5 years. |
| 7 | | | duplicates | destroy after training has been posted to Reservist's USAF Reserve personnel record for retention, promotion and retirement. |
| 8 | extension course institute (ECI) training | certificate of completion issued on completion of a volume of a course | originals | give to individual Reservists. |
| 9 | | | duplicates | hold in Reservist's field record group file until 6 months after date Reservist receives his or her certificate of completion, then destroy. |
| 10 | | certificate of completion issued on completion of a course | originals | give to individual Reservists. |
| 11 | | | duplicates | hold in Reservist's field record group file until it is outdated, then destroy. |
| 12 | authenticated reports of flying time | | | hold until closing of Reservist's USAF Reserve personnel record for retention, promotion and retirement, then destroy. |
| 13 | cadet evaluation | student performance reports used to evaluate cadet performance at field training | at HQ AFROTC and AFROTC detachments | destroy 4 years after completion of field training. |

NOTES:

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.
2. Offer to the National Archives 10 years after inactivation of the AFROTC detachment.

**50. Training.** These tables cover records relating to general policies and procedures governing basic and advanced military training, technical training, special training of military personnel required to support weapons systems or other equipment, mobile training, professional education of AF personnel through senior service schools, and Security Assistance Program training.

TABLE 50-1

PROGRAM ADMINISTRATION

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | school quotas/course project file | records concerning allotment of school quotas and fulfillment thereof | | destroy after 6 months (see note 1). |
| 2 | airman training waiver | requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semiskilled levels | all copies except rule 3 | destroy after 1 year. |
| 3 | | | in field personnel records | see table 35-1. |
| 4 | foreign trainees | requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29 | at HQ USAF | destroy 4 years after completion of project. |
| 5 | | | below HQ USAF | destroy 2 years after completion of project. |
| 6 | | training records for students (originals) | | see AFM 50-29. |
| 7 | | ATC Form 318 (Prior 1974), Allied Student Training Record | | destroy after 20 years or when no longer needed, whichever is sooner. |
| 8 | | medical and dental records | | see table 168-4. |
| 8.1 | | individual student training and achievement record used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country | | destroy on inactivation of IAAFA. |
| 9 | training instructors | forms used to record data on individual instructors preservice and inservice training requirements, type of instructor assignment, and qualification for instructor supervisor assignment | | destroy immediately after reassignment or separation. |
| 10 | | instructor evaluation records | | see command prescribing directives and table 10-1. |
| 11 | faculty board proceedings and administrative disenrollments | retained originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant, and records of administrative disenrollments | at commands below HQ USAF, except HQ USAFA | destroy after 1 year. |
| *11.1 | | | at HQ USAFA | destroy after 2 years. |
| 12 | collateral training | sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for oversea movement | below HQ USAF | destroy 3 months after class/course completion or when required information is posted to the individual training record, or when no longer needed, whichever is later. |
| 13 | locator strip cards | cards used for locating a student in a class or squadron | | destroy after graduation or elimination. |
| 14 | (RESERVED) | | | |
| 15 | (RESERVED) | | | |

TABLE 30-1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 16 | progression schedules | time tables, graphs and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts and charts of flying time | | destroy when superseded, obsolete or on inactivation of activity, whichever is sooner. |
| 17 | student research | theses (War College), research reports (Command and Staff College), aerospace power theses (Squadron Officers School), and student theses (Institute of Technology) | | destroy when no longer needed. |
| 18 | training summaries | training summaries and reports of eliminees, upgrading, absentees, delinquencies, standardization checks, rating scales, student ratio reports, activity reports, recognition test sheets, rosters of students, and advance reports of graduation | | destroy after 1 year. |
| 19 | general training reports | technical training reports submitted to higher HQ, reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness, and inspection of instructors' classes | | destroy after 1 year. |
| 20 | academic instructor course waivers | requests, justifications, approvals and disapprovals | | destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner. |
| 21 | educational source records | studies, reports on education requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material | at HQ AU | hold until inactivation of AU or when no longer needed, then retire as permanent (see note 2). |
| 22 | retraining | request for retraining/lateral training and any supporting records (i.e., supplemental messages, letters of recommendation, etc.) | at MAJCOMs or bases | destroy 1 year after retraining effective date occurs or the retraining application is disapproved (see note 3). |
| 23 | student critiques | individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions | for type 1 courses | destroy with related contract. |
| 24 | | | for type 2, 3, 4, 5 courses (except type 5, phase II, medical training courses) | destroy 2 months after all action has been completed (see note 4). |
| 25 | AF established NCO Academy Graduate Association (see note 5) | charter case files, including charter, chapter constitution, bylaws, and other governing records | at NCO academies | destroy when charter is dissolved. |
| 26 | | records for maintaining chapter activities, including chapter's minutes of meetings and reports | | destroy after 1 year. |

NOTES:

1. A school quota/course project file will be maintained when quotas are allocated to the CBPOs. TDY relocation records pertaining to school/training quotas may be filed and destroyed in accordance with this rule.
2. Retire when microfilm is determined adequate substitute.
3. Medical examination reports are to be returned to the base hospital.
4. Retain student critiques serving as input/background data to training evaluations until completion of related report/special study or until no longer needed, whichever is sooner, then destroy.
5. As associations' chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFR 12-50.

### TABLE 90-2
### INDIVIDUAL ACADEMIC RECORDS

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | training progress | records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study | at AU and USAF School of Aerospace Medicine | destroy 30 years after individual completes or discontinues a training course. |
| *2 | | | at School of Health Care Sciences, USAF (before FY 82) | |
| *3 | | ATC Forms 156, 304, 379, and 565 (before FY 82) | at ATC technical training centers/field training detachments | |
| *3.1 | | Attendance and Rating Record (ATC Form 379) (all duplicates and originals only of partial courses/training sessions) | | destroy after 1 year |
| *3.2 | | records of individual training and education of each student | at USAF Special Investigations School | destroy 25 years after course is completed. |
| *3.3 | | ATC Forms 379 (originals of completed courses) (FY 82 and after) | at ATC (3785 FLd Tng Grp and Mobil Tng Grps) | destroy 30 years after individual completes or discontinues a training course. |
| *3.4 | | Student Record of Training (ATC Form 156) (FY 82 and after) | at ATC technical training centers | destroy 2 years after information is entered into Pipeline Management System (PMS). |
| *3.5 | | rule 3.4 information in PMS | | retain pending approval of disposition authority. |
| 4 | | copies of individual training record | | destroy on graduation or elimination of the student from training. |
| 4.1 | | microform copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completion | at Extension Course Institute (ECI) | retain at ECI for 30 years after course is completed, then destroy. |
| 4.2 | | records of nonresident students, including writing assignments, course completion letters, program completion letters, correspondence from students, etc. | at Air Command and Staff College, AU | destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner. |
| *4.3 | | | at Air War College AU | destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later. |
| 4.4 | | magnetic tapes of nonresident Air Command and Staff College student personal data and student progress | at AU Data Automation Center | destroy 5 years after initial program enrollment. |
| 4.5 | | magnetic tapes of nonresident Air War College student personal data and student progress | | destroy 10 years after initial program enrollment. |
| 5 | | records other than in rules 1 through 4.5 | | destroy 10 years after individual completes or discontinues a training course. |
| 6 | unit training program | Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty | | see table 35-1, rule 1.1. |
| 6.1 | | individual training accomplishments in subjects unique to the organization and required by MAJCOM/SOA directives | | destroy 6 months after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate. |
| 7 | physical training | basic military training check sheets and schedules | | destroy after completion of basic training. |
| 8 | | reports pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports | | destroy after 1 year. |

TABLE 50-2. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 9 | | physical fitness test report work sheets and physical education attendance records | | destroy after recording information on General Military Training Record. |
| 10 | physiological training | | | see table 161-2. |
| 11 | (RESERVED) | | | |
| 12 | maintenance training | case history of the training and evaluation of maintenance specialists | filed in consolidated training record | destroy 6 months after individual terminates military service. |
| 13 | | | for individuals being reassigned | send to gaining organization. |
| 14 | | maintenance training record or Intercontinental Ballistic Missile (ICBM) team training branch training worksheet | at training management or training control | destroy upon completion of training and when files are no longer needed. |
| 15 | | | at unit training activities | send with consolidated training record when individual is reassigned (see table 35-1, rule 1). |
| 16 | | maintenance proficiency tests, management tests, and phase tests | at training management, unit training activities, or work centers | destroy when superseded, obsolete, no longer needed, or when individual is reassigned. |
| 17 | | training charts | | destroy when replaced, obsolete, or no longer needed. |
| 18 | | individual proficiency evaluation record | feeder forms to update the maintenance training records | |
| 19 | | | filed in consolidated training record | destroy when replaced by next equivalent evaluation. |
| 20 | | training requests and training completion notification records used for control purposes | | destroy after training is completed and posted to applicable record. |
| 21 | | maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records | filed in consolidated training record | destroy when replaced by next equivalent evaluation. |
| 22 | | | used for points computation | destroy when points computation summaries are produced. |
| 22.1 | | | duplicate copies maintained by unit quality control | destroy 2 years after evaluation, or when no longer needed, whichever is sooner. |
| 23 | | | points computation summaries | destroy after 1 year. |
| 23.1 | | training visibility records, training rosters and training schedules | | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 24 | | ICBM maintenance training/requirements records filed in consolidated training record | | destroy when individual is removed from ICBM maintenance duty. |
| 25 | | ICBM production inspector records | at quality control | destroy when superseded, no longer needed or when individual is reassigned. |
| 26 | | duplicates of records in rules 12 through 25 | | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 27 | traffic safety education and driving experience | background driving experience course/unit scores, prepost test data, and personal data | at bases/stations | give to personnel discharged, separated, assigned to ANG or Reserve units, or attach to accident report for personnel killed in any type accident. |

**TABLE 80-2. CONTINUED**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 28 | OJT training | | | send to CBPO upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training. |
| 29 | military aptitude rating | forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential | | destroy 3 months after graduation of individual class, provided summary results pertaining to aviation cadets are posted to the training record. |
| 30 | USAF air traffic control (ATC) certification | USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation | at requesting activities, pertaining to certificate issue, reissue or replacement | destroy upon receipt of certificate. |
| 31 | | | at requesting activities, pertaining to certificate cancellation | destroy after 1 year. |
| 32 | | | at HQ AFCC | destroy after 3 years. |
| 33 | | USAF ATC certificates cancelled when individual is reclassified from the ATC career field, is medically disqualified, retires, dies, or is released from the USAF/Reserve Forces | | return to individual after certificate is marked "cancelled." |
| 34 | | USAF ATC certificates withdrawn | | destroy upon notification of withdrawal by HQ AFCC. |
| 35 | | assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant | at ATC function | destroy when superseded or obsolete. |
| 36 | | master roster of valid ATC certificates | | |
| 37 | | facility training guides and indoctrination program checklists | | |
| 38 | | records pertinent to the appointment of USAF ATC personnel as FAA examiners | | destroy upon termination of the appointment. |
| 39 | | records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate | at HQ AFCC | destroy after 4 years (see note 1). |
| 40 | | | at all other activities | destroy after 1 year. |
| 41 | | monthly training schedules and tests prepared to evaluate the results of scheduled and supplemental training | | |
| 42 | | applications for FAA airman certification and/or rating | | |
| 43 | | notification of ATC facility classification issued annually and used to determine training time limits required for issuance of facility ratings | | destroy 1 year after being superseded. |
| 44 | | OJT training record continuation sheet pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder | | give to individual upon termination of ATC duties. |
| 45 | | ATC evaluation record kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable | | give to individual when the facility rating or position certification is no longer valid, the next evaluation is performed, a facility rating is issued, or individual is no longer in training for a facility rating (see note 2). |
| 46 | | (RESERVED) | | |
| 47 | | special task certification and recurring training record kept in training folder | | hold for 2 years, then give to individual. |

TABLE 50-2. CONTINUED

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 48 | | ATC/weather certification and rating record | | give to individual upon permanent termination of ATC duties. |
| 49 | ECI end of course testing and job inventory program | records recording the completion of ECI tests and job inventories | | destroy after 6 months. |

NOTES:

1. This records may be retained in the office of record for 3 years after cutoff.
2. A special evaluation resulting in revocation of a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.

TABLE 50-3

AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | (RESERVED) | | | |
| 2 | active duty, ANG and reserve officers | individual educational credit transcripts, certificates of completion of correspondence or group study course, applications, correspondence, copies of officer military records, summary cards, and similar records relating to eligibility for and admission to AFIT programs | at HQ AFIT, Directorate of Admissions | destroy 1 year after officer is dropped from AF rolls. |
| 3 | admission records | cards and board briefs; quota fill book and reports; other related selection records | at HQ AFIT | destroy when no longer needed. |
| 4 | | | at HQ USAF | destroy after 10 years or when no longer needed, whichever is sooner. |
| 5 | master control (locator) cards | cards used to maintain control of officers educational file; record data reference education obtained through AFIT programs | | destroy cards when loss report shows officer left service and received no education through AFIT; destroy cards if education received is recorded on listing; destroy listing after 50 years. |
| 6 | college transcripts and case files of AFIT Resident Degree Granting Programs and AFIT Civil Engineering School (continuing education program) | educational credit transcripts, and other related records required for retention by college and university accrediting organizations | at HQ AFIT, Registration Division, Directorate of Admissions | destroy after 50 years. |
| 7 | reports and statistical data of AFIT Resident Degree Granting Programs | registration, enrollment, statistical reports, course data, research studies, graduation policies, faculty board proceedings | | destroy when superseded, revised, or obsolete. |
| 8 | airman education and commissioning (AECP) applications | individual case files of requests for evaluation, educational credit transcripts, certificates of completion of correspondence or group study courses, applications, correspondence, medical reports, and other related records pertaining to eligibility for and admission to AFIT program | at HQ AFIT, Directorate of Admissions, until selection | files of selected airmen sent to Civilian Institutions Directorate for school placement. Files returned after school completion and airman commissioned (see rule 2). |
| 9 | | | at HQ AFIT, Directorate of Admissions until nonselection | send to airman's base education services officer. |
| 10 | roster | roster of educational background of officers | at HQ AFIT, Directorate of Admissions | destroy when superseded, revised, or obsolete. |
| 11 | catalogs | old and new civilian college and university catalogs | | destroy when no longer needed. |
| 12 | Community College of the Air Force records | transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records) | at individual AFIT schools registrar's section | destroy 5 years after completion of course. |

**TABLE 50–4**

**TRAINING MATERIALS (Note 1)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | curriculum materials used in formal training courses | record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines | for current courses, except those covered by rules 2 and 2.1 | destroy when superseded or revised. |
| 2 | | | for substantially revised and discontinued courses at the Air War College | retire as permanent (note 2). |
| *2.1 | | | for substantially revised and discontinued courses, except those covered by rule 2 | destroy after 10 years. |
| 3 | | record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts, for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc.) and comparable data for current or discontinued courses | | destroy when revised, obsolete, or on discontinuance of the related course. |
| 3.1 | periodic curriculum histories | periodic curriculum histories prepared by the directorates, departments, or divisions of the Professional Military Education Resident programs | original copies held in preparing office until disposition | destroy after 5 years or when no longer needed, whichever is sooner. |
| 4 | extension course materials | record sets of extension course directives and Resident School Text, with related background material | at HQ AU | destroy when revised, obsolete, or on discontinuance of the related course. |
| 4.1 | | record sets of extension course materials produced in support of the extension course program for ECI, including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material | at MAJCOMS and subordinate units | destroy 18 months after ECI course deactivation date. |
| 4.2 | | curriculum changes and related records used to activate, suspend, or deactivate entire courses or individual course volumes; to announce temporary suspension to courses or individual course volumes; and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated | | hold 20 years in ECI, then destroy. |
| 4.3 | | historical data, course status, volume status, examination status, volume review exercise data cards for extension courses and career development courses used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI | | |
| 4.4 | | course status reports used to show the status of active and programmed courses in the curriculum | | |
| 5 | job qualification standards (JQSs) | record sets of JQSs | | destroy when revised, obsolete, or on discontinuance of the related course. |
| 6 | manuscripts or proofs | drafts of proposed or revised publications, texts, or other training materials; printers galley or page proofs, and other working or control data used in creating, preparing, and publishing training materials | | destroy when printed material is received and determined accurate, or retain for future use if camera ready. |
| 7 | nonrecord sets of training materials | nonrecord copies of material, identified in rules 1 through 5, used in training programs | for current training programs | destroy when superseded, revised, or obsolete. |
| 8 | | | for discontinued training programs | destroy current material after 2 years. |

TABLE 50-4. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 9 | training aids activity case files | original drawings of class room or laboratory equipment, demonstration models, building plans, and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual | the final photograph, drawing, and summary report of approved training aids | destroy when obsolete or no longer needed. |
| 10 | | | sent with the related equipment when it is transferred to redistribution and marketing for salvage or other final disposal action | destroy 6 months after equipment is dropped from equipment authorization inventory data (EAID) records. |
| 11 | | duplicate files of drawings of laboratory or class room equipment, demonstration models, building plans, and laboratory equipment | | destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner. |
| 12 | | requests for training aids, work orders authorizing production, data on material, labor, production time, and completion dates | | destroy after 3 years, or when no longer needed, whichever is sooner. |
| 13 | mobile training set/equipment files (MTS) | MTS inventories, movement and location records, trainer specifications, proposal/training change logs, CEMO machine listings, and correspondence pertaining to MTS, equipment status, and equipment change | at the aerospace equipment and technical services section, department of field training | destroy when superseded or obsolete. |
| 14 | | | on discontinuance of a MTS or portions thereof | destroy 1 year after final disposition of related equipment. |
| 15 | training systems research and development materials | correspondence, EDP products, and research reports from internal and other sources relating to development, operation and evaluation of training systems | at MAJCOMs and below | destroy when superseded, obsolete, or no longer needed, whichever is sooner. |

NOTES:

1. This table is not applicable to records of the Air Force Academy or of the Joint Military Colleges.
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.

READEX FICHE

**51. Flying Training.** This table covers records relating to general policies and procedures governing techniques, procedures, and personal qualifications involved in flying training, including navigation and crew training.

**TABLE 51-1**

**FLYING TRAINING RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | tactics, techniques, and doctrines instruction | individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) check lists; sequence records; transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires | not regular flying records required by AFR 60-1 | destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. (EXCEPTION: AFROTC forms and related papers are destroyed after 2 years.) |
| 1.1 | | | ATC undergraduate pilot (UPT) navigator (UNT)-bombardier (NBT) and electronic warfare officer training (EWOT) records | destroy 1 year after completion of all UPT, UNT, NBT, and EWOT, provided data are posted on individual training and flight records. |
| 1.2 | | logs and charts | | destroy after completion of UNT, NBT, or EWOT. |
| 2 | training aids usage | records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts; requests for assignment to training; instrument progress records; extended flight records for instrument training; instrument questionnaires; operational certificates for blind flying; schedules; activity reports mission sheets; transition flying certificates; instrument instruction sheets; and instrument trainer charts (track flown by student); not records of individual altitude chamber flights | | destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records. |
| 3 | synthetic trainer time | | | see table 66-2, rule 4. |
| 4 | flight instructors records | flying training reports and records of flying instructors, including instruction logs, airplane assignment sheets, flying schedules, consolidated grade records and reports, flying training reports, training status check sheets, student dispatch sheets, instructor's time sheets for student requirements, recapitulation forms, and student ratio reports | | destroy after 6 months (EXCEPTION: within ATC, destroy 6 months after the IP is placed on unrestricted IP orders). |
| 5 | aircrew instruction records | flying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training reports (record of interception between bombers and fighters), crew flying training instructions, crew status, combat crew progress, combat training mission reports, mission survey sheets, check sheets for recording time and grades, phase check score sheets, and briefing forms | | destroy after 1 year, or on discontinuance of activity, whichever is sooner. |
| 6 | aircrew qualification certificates | certificates showing that an aircrew member has demonstrated satisfactory performance and knowledge of procedures, techniques, equipment, and directives which would assure safe and successful accomplishment of his/her flying duties in the assigned aircraft | | give forms pertaining to previously assigned aircraft to individual concerned, or maintain as directed by the MAJCOM, when an individual's aircraft assignment is changed. |

TABLE 51–1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 7 | radar and bomb scoring simulator frequency bands | | at office of origin | destroy 6 months after obsolete or superseded. |
| 8 | | | at other than office of origin | destroy when superseded, obsolete, or no longer needed. |
| 9 | Reserve flight training | | | see table 60–3. |
| 10 | flying training reports | reports of aircraft accidents (in training), reports on transition training, formation, navigation, time lost, reports of entering classes and graduation classes | | destroy after 1 year, or on discontinuance of activity, whichever is sooner. |
| 11 | completed answer sheets and answer cards | pilot's written instrument examination, and pilot's, navigator's, and aircraft observer's written proficiency examinations | at administering agency | destroy after successfully completed written and flight examinations scores have been entered in aircrew qualification record, and record certified. |
| 12 | training progress | ATC Forms 240 (flying training) | | destroy 10 years after individual completes or discontinues a training course. |

**53. Schools.** These tables cover records pertaining to applications and nominations for professional education of AF personnel through advanced training.

## TABLE 53-1. USAF ACADEMY (USAFA) RECORDS—RESERVED.

### TABLE 53-2
### APPLICATIONS FOR EDUCATIONAL PROGRAMS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | applications for officer training school (OTS), airmen education and commissioning program (AECP), flying training | records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting actions taken by examining and selecting activity | for qualified applicants who enter training | destroy after 1 year. |
| 2 | | | for applicants who failed to complete processing | destroy after 6 months. |
| 3 | | examination answer sheets | | destroy after 1 year. |
| 4 | | routine control cards, AFIT Form 0-22, records reflecting declination or elimination from school or OTS | | destroy after 3 years. |
| 5 | report of physical aptitude exam (PAE) testing | forms used by examining center to transmit results of the PAE for USAFA applicants | at examining centers | destroy after admissions cycle (1 July). |

### TABLE 53-3
### COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | description of courses | course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools | | destroy 4 years after course has been inactivated or superseded. |
| 2 | student enrollment in CCAF associate degree programs | copies of examination reports and training certificates | | destroy after data has been entered on degree program progress report. |
| 3 | | registration application forms, official transcripts, and correspondence | for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve | destroy 4 months after student retires or separates. |
| 3.1 | | | for students who have not communicated with CCAF for 3 years | destroy 3 years after latest communication from the student. |
| 3.2 | | | for students who have completed program requirements | destroy 1 calendar year after graduation (see note). |
| 4 | accreditation of AF schools or courses | self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials, and related records | | destroy after 50 years. |
| 5 | (RESERVED) | | | |
| 6 | articulation agreements | formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates | | destroy after 1 year, or when superseded, whichever is later. |
| 7 | degree program | completed degree program progress report and relevant approving records | | destroy after 50 years. |

NOTE: If student registers in another program, transfer transcripts to that program.

**55. Operations.** These tables cover records pertaining to administration and implementation of the AF atomic program, strategic, tactical, and special reconnaissance operations; programs for allocation of aircraft, missiles, and flying hours, electronic warfare programs; use of AF installations by other than United States Department of Defense aircraft; security of USAF operations.

**TABLE 55-1**

**USE OF AIR FORCE INSTALLATIONS BY NON-DOD AIRCRAFT**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | approved requests | AF Form 181, civil aircraft landing permits and related correspondence | | destroy 6 months after the expiration date, or when superseded. |
| 2 | | AF Form 180, hold-harmless agreements and related correspondence | | destroy 2 years after date of termination (see rule 4). |
| 3 | | AF Form 203, certificates of insurance and related correspondence | | destroy 2 years after expiration of insurance date (see rule 4). |
| 4 | | records discussed in rules 2 and 3 required for renewal purposes, and/or insurance claims resulting from an accident or violation of AFR 55-20 | | destroy when no longer needed. |
| 5 | disapproved requests | correspondence and related data | | destroy after 6 months. |
| 6 | foreign government requests | correspondence and related disposition actions approved by AF/CVAI | | |
| 7 | fees and charges | | | see table 177-10. |

**TABLE 55-2**

**AIRCRAFT ASSIGNMENT, UTILIZATION, AND AVIATION FUEL RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | aircraft distribution and assignment control | records relating to operational support of flight management and aircraft allocations | at operations flight management | destroy when superseded, obsolete, or no longer needed (see note). |
| 2 | aircraft or recording of aircraft | requests and justifications for additional aircraft, approved/disapproved | | destroy 1 year after final action. |
| 3 | | requests for utilization code changes | | destroy 1 year after end of utilization requirements for disapproval of request. |
| 4 | staff configured aircraft | reports | | destroy when superseded or obsolete. |
| 5 | aircraft/missile allocations | schedules of current and 6-month projected tactical aircraft/missile allocations | | |
| 6 | aircraft mission history | reports of aircraft utilization | at MAJCOMs | destroy after 2 years. |
| 7 | | | at preparing and intermediate activities | destroy after 1 year. |
| 8 | purchase of aviation fuel and oil | USAF invoices covering purchases from domestic commercial firms, government activities other than AF, or foreign government sources | | destroy after 2 years. |
| 9 | local engineering and operations records pertaining to discrepancies | preflight reports, schedules for engineering, and records relative to aircraft in operation | | destroy after 1 year. |
| 10 | weight and balance data | | | see table 66-5. |

NOTE: See table 67-1 for disposition of supply management records.

TABLE 55-3

AIR SURVEILLANCE RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | control logs | data on routine daily surveillance operations | at aircraft control and warning (ACW) units and airborne early warning and control (AEW&C) units | destroy 1 year after close of the calendar year in which last entry was made. |
| 2 | | data on AEW&C aircraft on active air defense missions | | destroy after 3 months. |
| 3 | | recorders logs, telling sequence and interception action records, and comparable forms which supplement such records | | destroy after 2 months. |
| 4 | | teletype record logs prepared by AEW&C units during Dualex operations | | destroy after 1 month. |

TABLE 55-4

TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | tactical evaluations | reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment | at MAJCOMs and below | destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner. |
| 2 | (RESERVED) | | | |
| 3 | systems training status | recurring reports accomplished in compliance with a System Training Program (STP) | | destroy after 1 year. |
| 4 | training aids | maps or charts indicating name and location of units having a controlled training aid; description of the aid, etc., including requests for use, approval or disapproval, shipping authority, and shipping instructions | | destroy when training aid is removed from control. |
| 5 | special exercise and maneuver plans | journals, logs, messages, punched cards, film strips, and tapes used to record or report exercise play or pertinent portions for evaluations | | destroy when no longer needed. |
| 6 | | operations and deployment plans and orders, related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command post exercises or similar unilateral joint maneuvers | at MAJCOMs and below | destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner. |
| 7 | continental test records | plans, orders, and supporting background material created by AF activities participating in joint testing | | |
| 8 | | final reports of tests | | retire as permanent. |
| 9 | (RESERVED) | | | |
| 10 | oversea test records | plans, orders, and final reports created for and in the name of Joint Task Force | | send one copy of each record to the Joint Task Force for permanent retention. |
| 11 | plans, orders, and reports | reference copies of material identified in rules 2 through 10 | | destroy when no longer needed. |

TABLE 35-5

SEMIAUTOMATIC GROUND ENVIRONMENT (SAGE)/BACKUP INTERCEPT CONTROL (BUIC) SYSTEM RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | adaptation data | technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data | at MAJCOMs and below | destroy when superseded, obsolete, or no longer needed. |
| 2 | computer programming records | data created incident to designing, planning, constructing, and/or operating phases of SAGE/BUIC and the computer program (new content), with related equipment changes (retrofits), etc. | at MAJCOMs, major subordinate commands and BUIC programming facilities | destroy when no longer needed. |
| 3 | | master file of program card decks | major subordinate commands and below | destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational. |
| 4 | | active card decks reflecting air surveillance, weather, weapons status, or other local variables | | destroy 30 days after data becomes obsolete. |
| 5 | | (RESERVED) | | |
| 6 | | program write ups, various EAM card decks, related electronic tapes containing instructions designed to control the operation of the SAGE/BUIC computer according to predetermined requirements | | destroy obsolete card-loaded and tape-loaded program card decks with related electronic tapes and program write ups after 30 days. |
| 7 | | standby file of obsolete card-loaded program decks and/or partial program decks | | destroy after 30 days. |
| 8 | | duty rosters, EAM cards, and consolidated rosters detailing individuals for computer operation and/or maintenance duties | | destroy after 6 months or on inactivation of the site, whichever is sooner. |
| 9 | | coordinators' notebooks containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material | | destroy after 2 years. |
| 10 | | computer use monthly planning schedules forecasting availability of SAGE/BUIC computers, letters, messages, and similar media reflecting the planned operational state of alerts; electronic changes; synthetic exercises, and other requirements affecting computer usage | | destroy 6 months after implementation or when declared obsolete, whichever is sooner. |
| 11 | technical library materials | master copy of all program card decks, 70mm films, computer magnetic tapes, maps, scripts, aids and other materials used in the production of and/or produced to accomplish the required tasks | maintained by the contractor until contract is concluded and/or terminated, and turned over to the AF for disposition | dispose of according to the applicable rules relating to the specific records. |
| *12 | technical memoranda (manuals) | technical manuals, published system notes, etc. that describe system design, operations and limits | records sets at SAGE and BUIC programming facilities | retire as permanent (note). |
| *13 | | | copies at higher HQs, MAJCOMs and subordinate units | destroy when rescinded, superseded or no longer needed. |
| *14 | | manuals, notes and guides that describe system data and data characteristics | at SAGE and BUIC programming facilities | destroy after 5 years. |
| *15 | | | at higher HQs, MAJCOMs and subordinate units | destroy when rescinded, superseded or no longer needed |

NOTE: *Offer to the National Archives in January 1986.

TABLE 55-6

OPERATIONAL REPORTS AND ANALYSES (see note 1)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | combat operations | accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data | as a result of actual combat, located at originator, MAJCOMs and major subordinate commands | retire as permanent (see notes 2 and 3). |
| 1.1 | | | as a result of actual combat, located at any agency other than the originator, MAJCOMs or major subordinate commands | destroy after 1 year. |
| 2 | | | as a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders and allied activities | destroy when no longer needed. |
| *3 | analyses | memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analyses and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility | record copies | retire as permanent (see notes 2 and 3). |
| 3.1 | | | reference copies | destroy when no longer needed. |
| 4 | sonic boom data | data bank records, schedules, comparable forms, and related papers | at HQ USAF and MAJCOMs | destroy after 30 months. |
| 5 | | logs | at MAJCOMs and operational units | destroy after 1 year. |

NOTES:

1. See table 80-5 for disposition of operational test and evaluation (OT&E) records.
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.

*3. Microfilmed copies of special intelligence records at HQ ESC shall be offered to the National Archives when 50 years old.

TABLE 55-7

OPERATIONS SECURITY (OPSEC)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | OPSEC survey reports | reports of surveys listing findings and recommendations/corrective actions taken | at MAJCOM OPSEC OPRs | destroy after 5 years, or 1 year after next survey of same activity, whichever is sooner. |
| 2 | | | below MAJCOMs | destroy 1 year after all action has been completed or when no longer needed, whichever is sooner. |
| 3 | OPSEC data base | functional profiles and related data | at MAJCOM OPSEC OPRs | |
| 4 | OPSEC status report | semiannual status reports | at HQ USAF/XO | retire as permanent (see note). |
| 5 | | | at MAJCOMs OPSEC OPR | destroy after 3 years. |
| 6 | | | copies retained by preparing activities | destroy after 1 year or when no longer needed, whichever is sooner. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**TABLE 55-8**

**SPACE DEFENSE**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | orbital element card | data used for updating the satellite historical data base | at HQ SPACECOM | retire as permanent 1 year after object decay (EXCEPTION: if microfilmed, see note). |
| 2 | space object identification (SOI) | radar or photometric amplitude data recordings | of special interest (most representative of true features) | |
| 3 | | | of routine interest | destroy after 1 month, or when no longer needed, whichever is later. |
| 4 | | | digitized and transcribed on cards | destroy when no longer needed. |
| 5 | | discrimination information transmitted by SOI capable sensors | | |
| 6 | | SOI parameter data (includes pattern recognition data) | reports generated or received at a centralized location | destroy after the data has been entered into the data base. |
| 7 | | | reports generated or received at a tracking site | destroy after 1 month, or when no longer needed, whichever is later. |
| 8 | | | a summary of SOI analyses in a satellite numbered sequence | destroy when superseded or when no longer needed. |
| 9 | | time sequenced logs of significant operational events | at 1st Aerospace Control Squadron and tracking sites | destroy 1 year after last entry in the log. |
| 10 | | computer printouts of satellite track data, mission planning logs, records of message transmissions, positional checklists, etc. | | destroy when superseded or when no longer needed. |
| 11 | optical surveillance data | Baker-Nunn camera films and optical sensor passage records, which includes such data as camera settings, times of observation, atmospheric conditions, and field reductions | of special interest | destroy when no longer needed. |
| 12 | | | of other than special interest | destroy after 3 months. |
| 13 | tracking and impact prediction (TIP) data | tracking and impact predication record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data) | | retire as permanent on inactivation of the unit (see note). |
| 14 | space defense logs | data on daily operations | at Space Defense System units or command and control activities | destroy 6 months after last entry in log. |
| 15 | missile warning logs | | at HQ NORAD/ADCOM/SPACECOM | hold for the life of the missile warning system, then destroy. |
| *16 | tactical operations room activity log | data on daily operations | at Tactical Warning/Attack Assessment and Space Surveillance Units | destroy 1 year after last entry in log or when no longer needed, whichever is later. |

NOTE: When orbital element record is converted to microfilm:

a. Destroy original record 1 year after it has been ascertained that the microfilm copies have been prepared in accordance with GSA regulations (implemented by AFR 12-40 within Air Force) and are adequate substitutes;

b. Retire microfilm camera negative copy and a positive print as permanent;

c. Destroy microfilm reference copy 1 year after object decay.

**TABLE 55-9**

**407L/412L SYSTEMS RECORDS**

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | computer program data | program/version histories and program/ equipment change records | at TACS Support Division, incident to the operation of the 407L System and the SPATS activity incident to the operation of the 412L System | destroy 5 years after system discontinuance, or when no longer needed, whichever is later. |
| 2 | | magnetic tapes, computer printouts, and punched cards | | destroy when no longer needed. |

**TABLE 55-10**

**FLIGHT INSPECTION RECORDS**

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | flight inspection records | reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions; data sheets; and related documentation | at the inspected activity (flight facilities); at organizations reporting directly to HQ AFCC; and at the MAJCOM activity requiring the facility | destroy 3 months after a commissioned facility is decommissioned (EXCEPTION: destroy data sheets when superseded or obsolete) (see note 1). |
| 2 | | other reports and related records not covered by rule 1. | | destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner (see note 2). |
| 3 | | reports | at HQ AFCC | destroy when superseded or obsolete. |
| 4 | | all reports, data sheets, and related records | at the facility checking activity | destroy after 2 years or 3 months after decommissioning of a commissioned facility, whichever is sooner (EXCEPTION: destroy reports of original commissioning, other reports pertinent to facility modification, and reports containing restrictions which have not been removed 3 months after the facility is decommissioned; and destroy data sheets when superseded or obsolete) (see note 2). |
| 5 | | | at all activities not covered in rules 1, 2, 3, or 4 above | destroy after 1 year. |
| 6 | | oscillograph recordings made during commissioning inspections; resulting from modification of a facility; and related to reports containing restrictions | | destroy 3 months after a commissioned facility is decommissioned (note 3). |
| 7 | | recordings not covered by rule 6 | | destroy 1 year after completion of related tests and evaluations; or 3 months after a commissioned facility is decommissioned, whichever is sooner. |

NOTES:

1. Refile and dispose of reports containing restrictions under rule 2 after the restrictions are removed.
2. Documentation will be retained by the accumulating office of record for the total retention period.
3. Refile and dispose of oscillograph recordings related to reports containing restrictions under rule 7 after the restrictions are removed.

**TABLE 55-11**

**LIFE SUPPORT OPERATIONS AND TRAINING PROGRAM**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | personal/survival equipment | inspection records | at base personal and survival equipment centers for operation of equipment pools | destroy after form is filled in and next periodic inspection is annotated on a new form, on turn-in of equipment, or when superseded, obsolete and new replacement form is available. |
| 2 | | individual custody receipts | | destroy on turn-in of equipment. |
| 3 | | equipment lists, training aids, and maintenance instructions | | destroy when superseded or obsolete. |

**TABLE 55-12**

**COMMAND AND CONTROL**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | aircrew management and aircraft ground handling actions | forms and related records pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages | at command posts, operations centers, airlift control elements | destroy after 2 months. |
| 2 | mission following folders | forms and related records which record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data | at command posts | |
| 3 | controller certification record | written record of personnel certified to perform duty in the command post | | destroy upon reassignment, retirement or decertification of personnel for which record was created. |
| 4 | controller training records | controller recurring testing and controller formal training | | destroy after 1 year. |
| 5 | events log | record of aircraft arrival/departure and monitor key personnel, VIPs and significant events | | destroy after 3 months. |
| *6 | notices to airmen (NOTAMs) | NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure or hazard | master copies at central NOTAM facility | destroy 15 days after NOTAM (message) expires. Exception: see rule 8. |
| *7 | | | other than master copies | destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated. |
| *8 | | | related to aircraft accidents/incidents, operational hazards, and/or alleged violations (see tables 127-2 and 127-4) | destroy after 6 months, or upon completion of investigation, whichever is later. |
| *9 | | DD Form 2349, NOTAM Control Log | | destroy 15 days after expiration or cancellation of recorded NOTAMs. |
| *10 | | AF Form 421, Incoming NOTAM Register | | destroy after 7 days. |

**TABLE 55–13**

**AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | vehicle flight line authorization | correspondence and forms used for authorizing other than special use vehicles (fire trucks, ambulances, yellow maintenance vehicles, etc.) for operation on the flight line | at issuing authority | destroy when superseded, obsolete, or no longer needed. |
| 2 | | registration identification label on vehicles | | |

**TABLE 55–14**

**AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | joint airdrop inspections or malfunction and activity reporting | joint airdrop inspection record, airdrop malfunction report, monthly airdrop summary report | not part of the records of an accident/incident investigation | destroy after 1 year. |
| 2 | | | part of the records of an accident/incident investigation | destroy with the records to which they pertain (see table 127–2, rule 3). |

**TABLE 35-15**

**RADAR BOMB SCORING (RBS) RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| **1** | radar bomb scoring (RBS) ground directed bombing (GDB), and electronic countermeasures (ECM) sites | textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites | at OPRs | destroy 10 years after inactivation of site. |
| **2** | | | at MAJCOMs, NAFs, and monitoring offices | destroy on inactivation of site or when no longer needed. |
| **3** | low level training routes | textual records associated with the planning, establishment, impact, operation, justification and related data | at OPRs | destroy 10 years after closure of route. |
| **4** | | | at MAJCOMs, NAFs, and monitoring offices | destroy on closure of route or when no longer needed. |
| **5** | olive branch (cruising altitude) route analysis | basic data on route, description, evaluation potential and results of low level evaluation | | destroy when no longer needed. |
| **6** | RBS activity records | forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports and operational logs | at MAJCOMs and below | destroy after 3 months or when no longer needed, whichever is sooner. |
| **7** | | | related to RBS scored activity | destroy after 1 year or after applicable unit's subsequent evaluation, whichever is sooner. |
| **8** | ECM activity | data creation records (printouts) | at MAJCOMs and below | destroy after 6 months. |
| **9** | | special ECM activity records (printouts) | | destroy after 3 months or when no longer needed, whichever is sooner. |
| **10** | | brush graphs, printer tapes, and plotting papers | | destroy after verification. |
| **11** | | | record unreliable activity | send to applicable unit for verification. |
| **12** | RBS target data | target inserts and target overlays | at MAJCOMs and below | destroy when superseded or no longer needed. |
| **13** | RBS analyses/summaries | results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities conducted against RBS sites | at OPRs | destroy when no longer needed. |
| **14** | | | at other organizations | destroy after 1 year. |
| **15** | recorded voice tapes | air-to-ground communications between aircrew and RBS sites personnel | at RBS sites | erase after 60 days. |

**TABLE 55-16**

**AIRSPACE MANAGEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | operational/administrative airspace management in domestic/foreign environments | letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage | at HQ USAF, MAJCOMs and foreign national operational staff offices | destroy when superseded, obsolete, or no longer needed. |
| 2 | airspace flight routes and flight areas | data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes | at preparing, controlling, or monitoring agencies | |
| 3 | airspace working projects | correspondence and data on special IFR/VFR military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts | | |
| 4 | airspace management agreements | correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use | at preparing agencies | destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner. |
| 5 | special use airspace | correspondence and data pertaining to airspace warning/danger/restricted areas, military operations areas (MOAs), domestic or international control areas, special use areas | at preparing, controlling, or monitoring agencies | |
| 6 | reserved airspace | correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations | | |

**57. Operational Requirements.** These tables cover records relative to computing requirements for unit equipping, and for materiel support of operational or projected force structure, establishment of qualitative operational requirements for new equipment, modernization and replacement of equipment, including aircraft, target drones, missiles, and sets of missile squadron equipment.

TABLE 57-1

OPERATIONAL REQUIREMENTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | programming | USAF programming documents, revision, deletion notices | at programming offices in support of budget (operating) program | destroy 3 years after close of the FY covered by the buying program. |
| 2 | requirements computation | ADP system requirements computation printout, factor printout, consolidated assets and requirements application number past program, item past program, application number future program, item future program, Central Secondary Item Stratification (CSIS) detail, Central Secondary Item Stratification summaries | | destroy after 2 years (8 quarterly cycles). |
| 3 | | worksheets, buy notice, buy/budget projection, transfer of prime, excess notice, management summaries, zero demand listing, item code change notice | | destroy 2 years after close of the FY covered by the buying program. |
| 4 | | format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series | | |
| 5 | | executive management summary reports | | destroy after 2 years. |
| 6 | | reclamation items list, index of actions, and contingency retention item listings | | destroy after 6 months. |
| 7 | | reject error lists (format 50/format 100 changes), additive requirements reject list | | |
| 8 | | special coded items, management control notice, data level notice, long supply offered to ISSP | | |
| 9 | | quality control worksheets, application of assets to wartime requirements, and impacting requirements/usage/on orders | maintained by all requirement computation monitors | destroy after 1 year. |
| 10 | | identity cross reference, part number cross reference, application number past actual program data for review, application number future program data for review, file maintenance worksheet, system item data for review, system application data, zero repairable generation reports and wartime management data | | destroy on receipt of new products. |
| 11 | | file maintenance and exception listings, interrogation reply, interrogation by application | | |

**TABLE 57-1. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 12 | item history file | recoverable type items (expendable repairable and expendable items valued at $100 or more repairable at organizational and intermediate levels) | | destroy 2 years after item is phased out of Military Assistance Program and AF inventory (send item folder to appropriate item manager when item is moved to a higher or lower category, or a new item manager (see note). |
| 13 | | nonrecoverable type items (economic order quantity (EOQ) expendable nonrepairable and expendable valued at less than $100 repairable at organizational and intermediate level) | | |
| 13.1 | | equipment type items (nonexpendable items valued at $10 or more repairable at depot or comparable level and nonexpendable items valued at $10 or more repairable at organizational and intermediate levels) | | |
| 14 | | worksheets suspense and control records and reports | at coordinating, operational, and supporting activities | destroy when no longer needed. |

NOTE: Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation.
EXAMPLES: Due in requirement report (table 67-2) and transaction register (table 67-9).

**TABLE 57-2**

**SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | class I, III, and IV modifications | modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize AF items of equipment adopted for AF/MAP use | | file as background material to the directive; if it results in revised directive, dispose of per table 5-1. |
| 2 | | | at MAJCOMs | destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO). |
| 3 | | | recommended for AF adoption, but not adopted | destroy after 2 years. |
| 4 | | | rejected by the AF | destroy after 6 months. |
| 5 | | | information or reference copies | destroy when no longer needed. |
| 6 | | | suspense copies | destroy under rules 1, 2, 3, or 4, as applicable, after final decision has been made. |
| 7 | class II modifications | justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements, such as pneudraulics, electrical, subsystem compatability, power load analysis, etc., instructions pertaining to operation, inspection, maintenance, and servicing | | when the modification is removed from the aerospace vehicle or equipment, remove the modification record file from the jacket file and destroy after 2 years; destroy other copies on completion of project. |
| 8 | class V modifications | approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence | | when modification is complete, hold for 1 year; destroy after 3 additional years. |
| 9 | contractor proposals | | withdrawn by the contractor | destroy after 2 years. |

TABLE 57-2

INDIVIDUAL MODIFICATION RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | class V modification authorization files | master copy of modification requirements, amendments, revisions, and/or cancellation notices | at HQ USAF OPR | hold in active file for 1 year after completion of the last unit of the program; retire as permanent. |
| 2 | modification case files | historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs, relating to the modification | at the modification project office during the life of the modification (from original proposal until the last unit is completed) | |
| 2.1 | | reference copies of Rule 1 | at intermediate monitoring offices | destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner. |
| 3 | list of modifications | master copies prepared for publication by HQ USAF | | hold in active files for 2 years; retire as permanent. |
| 4 | | other copies | held by recipients | destroy when superseded by later issue. |
| 5 | modification studies for cost, schedules, feasibility, management, integration, testing or implementation of a modification | master copies, with changes or amendments | | hold for 3 years after completion of the last unit; retire as permanent. |
| 6 | | other copies | held by recipients | hold and/or destroy as dictated by the file of which they are a part. |
| 7 | class 1B modification distribution authority | requests for retention of recommendations and approval authorization | at HQ USAF project office or intermediate offices | hold in active file as long as the modification is retained in the unit modified; hold for 1 year; retire as permanent. |

**60. Flying.** These tables cover records pertaining to regulations for air traffic control, basic clearance and general flight regulations, flight clearance, military aircraft identification and security control, operational flight restrictions at bases, pilot and flight crew information file, instrument certification, flying proficiency, ratings, logging of flying time, investigation of flight violations; and use of parachutes.

**TABLE 60-1**

**AIR TRAFFIC CONTROL (ATC) RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | operational data | operations and position logs, daily report of controllers, approach control arrival/departure strips and other ATC information recorded as outlined in AFR 60-5 | | destroy (or erase) after 3 months (see rules 15, 16, 17 and note). |
| *2 | | tape, wire or disc recordings | | hold for 15 days per AFR 60-5 (see rules 15, 16, 17 and note). |
| 3 | | note pads and flight progress strips for recording weather information | | destroy after 3 months (EXCEPTION: destroy when information is entered in operations log or is received by telautograph, teletype or other weather dissemination system). |
| 4 | administration | letters of agreement and operations letters | at preparing activities | destroy 1 year after superseded or rescinded. |
| 5 | | | at monitoring or reviewing activities | destroy when superseded or rescinded. |
| 5.1 | | facility memoranda | at preparing or monitoring activities | destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner. |
| 6 | ATC analysis program | unit reports and related correspondence | at other than HQ USAF and HQ AFCC | destroy on receipt of succeeding report, or when reported action items are completed, whichever is later. |
| 7 | | | at HQ USAF and HQ AFCC | destroy after 3 years or when no longer needed, whichever is sooner. |
| 8 | | (RESERVED) | | |
| 9 | | (RESERVED) | | |
| 10 | | analysis summary reports | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 10.1 | | analysis checklists | | destroy when related report is prepared. |
| 11 | ATC operations and aircraft/aircrew status reports | monthly aircraft/aircrew operational status reports containing data on aircraft status and utilization by type, mission, and flying hours expended; data on aircrew authorized/assigned and qualifications; and similar information | at HQ AFCC | destroy after 3 years. |
| 12 | | ATC operations reports containing traffic count data and daily aircraft status | at HQ AFCC | destroy after 1 year or when no longer needed, whichever is sooner. |
| 12.1 | | reports in rules 11 and 12 | at all other activities | |
| 13 | | ATC quarterly summary report | at MAJCOMs and below | destroy after 4 years. |
| 14 | | | at HQ USAF | destroy after 3 years. |
| *15 | data that relates to hazardous air traffic reports (see also tables 127-1, 127-2) | | at unit level | retain pending disposition approval. |
| *16 | | | at numbered Air Force/Division level | |
| *17 | | | at HQ AFCC | destroy after 5 years. |

TABLE 60-1. CONTINUED

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 18 thru 23 | (RESERVED) | | | |
| 24 | minutes of meetings | minutes of ATC board meetings and related correspondence, which are a special collection maintained in addition to, but not duplicative of the board/committee case files in tables 25-3 | | destroy after 2 years. |
| 25 | operational evaluations | individual reports and related papers; NOTAM systems, Pilot to Forecaster Service flight evaluations, Air Traffic Service facility monitor reports, mission records, and other pertinent data | | destroy after 1 year. |
| 26 | | (RESERVED) | | |
| 27 | | evaluation worksheet | | destroy after related report is prepared. |
| 28 | | tape recordings | | destroy data after 3 months or when no longer needed, whichever is sooner. |

*NOTE:
AFCC area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports.

TABLE 60-2

CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | international civil aviation organization (ICAO) | documents of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements and arrangements, indices of publications, standards and recommended practices for civil aviation operations, and special project files | at HQ USAF | retire as permanent. |
| 2 | | | extra or reference copies | destroy when no longer needed. |
| 3 | flight plans | documents required for all flights in AF aircraft, such as military and international flight plans with required attachments; weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes; related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (see note 1) | | destroy when no longer needed or after 1 month, whichever is sooner (see note 2). |
| 4 | | | related to aircraft involved in an accident | destroy 1 year after accident investigation is completed. |

NOTES:
1. See table 66-5 for disposition of weight and balance data.
*2. At Lajes Field, Azores, destroy the DD Form 1801, DOD International Flight Plan, after 3 months.

TABLE 60-3

FLIGHT OPERATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | terminal instrument procedures (TERPs) | records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data, established by commanders having jurisdiction over airports | at Defense Mapping Agency Aerospace Center | see table 96-3. |
| 2 | | | at all other activities | destroy 3 months after rescinded or superseded. |
| 3 | (RESERVED) | | | |
| 4 | changes to aircrew standardization manual | forms and correspondence recommending changes to the manual, command supplements, and routine changes to TOs included in the flight manual program | in OPR record set | see table 5-1. |
| 5 | | | approved changes at initiating activities | destroy after inclusion in published directives. |
| 6 | | | disapproved changes at initiating activities | destroy 1 year after notification of disapproval. |
| 6.1 | | | approved/disapproved changes at monitoring activities | destroy after 1 year. |
| *7 thru 9.1 | notices to airmen (NOTAMs) | | | see table 55-12. |
| 10 | aircraft arrivals and departures | flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights | used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/departure, fuel reserve, and similar data | destroy after 1 year. |
| 11 | | airbase runway traffic reports of landings and takeoffs | | destroy after 2 years. |
| 12 | airborne launch control system | status and flight logs used to record significant events occurring during alert tours or flights | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 13 thru 16 | (RESERVED) | | | |
| 17 | commander's operational reporting system BEELINE reports | records of telephone conversations, messages, letter reports, and supporting data | | destroy after 1 year. |
| 18 | (RESERVED) | | | |
| 19 | electronic warfare systems | mission logs that support management requirements | | destroy 30 days after end of FY in which mission was performed. |
| 20 | | mission logs that do not support management requirements | | destroy 30 days after training period in which accomplished. |
| 20.1 | | mission logs that record mission performance | | destroy 10 days after month in which accomplished. |
| 20.2 | | training accomplishment/reliability summaries and analysis records used to support management requirements | | destroy 6 months after completion of training period. |

**TABLE 60-3. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 21 | aerial gunnery activity | forms that record gunnery training, including accomplishments; also support management requirements | | destroy 12 months after training period in which accomplished. |
| 21.1 | | forms that score/record T-1 trainer mission performance and support management requirements | | destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later. |
| 21.2 | | mission planning/activity reports and flight evaluators' scoring records that record training and support management requirements | | destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner. |
| 22 | operational support airlift | letters, messages, reports, or mission folders reflecting requested, non-supported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress, and history of missions | at MAJCOMs/SOAs, preparing and intermediate activities | destroy after 1 month or upon completion of analysis and incorporation into a statistical data base. |
| 23 | (RESERVED) | | | |
| 24 | navigator's log | forms and comparable records used for maintenance of navigation proficiency | | destroy after 90 days. |
| 25 | | a report of the navigation mission | | |
| 26 | | forms and comparable records required for investigative purposes to reconstruct flight | | destroy with the investigative files to which they pertain. |
| 27 | navigation work forms | standardized forms of general use | | destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations. |
| 28 thru 30 | flight check reports | | | see table 55-10. |
| 31 | radar target plates | base plate charts and radar prediction negatives; target plates and pertinent history forms; for combat sorties, radar bomb-scoring sites, or other areas as required | | destroy when obsolete. |
| 32 | radar photo-scored bomb runs | reports used to list photo interpreter proficiency in scoring bomb impact points from radarscope photography | | destroy after 90 days. |
| 33 | flight authorizations | record copy of each authorization published, under AFR 60-1, with background material such as requests, amendment, etc., including justification when required on special authorizations | | destroy 1 year after publication. |
| 34 | unit standardization/evaluation | reports reflecting findings given flying units and those nonflying units directly involved in aircrew training | at evaluating or approving activities | destroy after 2 years. |
| 35 | | | at evaluated and monitoring activities | destroy 1 year after complete action has been taken. |
| 36 | | | at activities other than rules 34 and 35 | destroy when no longer needed. |
| 37 | | informational background material collected during an evaluation | | destroy on completion of analysis. |
| 38 | flight crew information file (FCIF) | correspondence and forms disseminating information to aircrew members | at flying units | destroy 6 months after superseded or rescinded. |

**TABLE 60-3. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 38.1 | aircrew publications control | forms: Publications Control Record on each aircrew member; Receipt for Standardization Publications | at units of assignment/attachment | destroy when aircrew member is upgraded, transferred or separated, or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable. |
| 38.2 | | Control Log | | destroy when all entries are cleared. |
| 39 | aircraft flight data | recordings of in-flight operating data removed from aircraft | | destroy upon receipt of next completed tape (see note). |

*NOTES:

a. NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upon completion of investigation. See also tables 127–2 and 127–4.

b. For retention requirements on data that relates to aircraft accidents/incidents, operational hazards, and/or alleged violations, see also table 60-1, rules 15, 16, 17 and tables 127-2 and 127-4.

**TABLE 60–4**

**MISSILE SYSTEM RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | readiness checks | check lists and related logs | | destroy after 1 year, or when missile is removed from inventory, whichever is sooner. |
| 2 | service records | control logs for readiness checks, maintenance, and similar data | | destroy after firing or final disposal of related missile. |
| *3 | ICBM code/targeting system | Unit Master Records (UMR), Verify Word/CMSC/Launch Switch Key Verification; Command Data Buffer (CDB) targeting materials; and SAC forms: code component hand receipt, and ALCS code material receipt | | destroy when superseded or no longer needed. |
| *3.1 | | form records not covered in rule 3 | | destroy 6 months after monthly cutoff. |
| 3.2 | | SAC form records: certification/decertification and code handler training | | destroy 1 year after individual has been decertified. |
| 4 | missile alert duty orders | original copies of alert requirements | | destroy after 6 months. |
| 5 | | duplicate copies of alert requirements | | destroy on completion of duty tour. |
| *6 | missile crew log | completed crew log | | destroy after 1 year or when no longer needed, whichever is later. |

TABLE 60-5

INDIVIDUAL FLIGHT AND AIRCREW EVALUATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Flight Evaluation Folders (FEFs) | current flying qualifications of individuals; include AF Form 942, Record of Evaluation; AF Form 8, Certificate of Aircrew Qualification, and related attachments; and flight instrument evaluations for pilots | | on separation from service, release to individual concerned. |
| 2 | | | | on intercommand transfer, release MAJCOM attachments and Flight Evaluation Folders to individuals concerned or maintain as directed by MAJCOM. |
| 3 | | | | on intercommand transfer, forward all records other than rule 2 to individual's next duty assignment. |
| 4 | | | | on individual reported as deceased, forward for inclusion in individual's personal effects; AFR 143-6 governs disposition of personal effects. |
| 5 | | | | on individual reported as missing in action, captured or interred, forward to AFISC/ADF. |
| 6 | | | | on individual excused from flying duties, rules 1 through 5, as applicable. |
| 7 | | | | on individuals disqualified from flying duties, release to individual after 3 years. |
| 8 | | flight management computer products | | destroy when no longer needed. |
| 9 | | flying pay control records | | destroy after 1 year. |
| 10 | flight data records | AFTO Forms 781 series and AF Forms 369, which are source documents reporting aircraft flight data | | destroy 1 year after monthly cutoff. |
| 11 | | microform reflecting detail cards and detail correction cards received during each 6-month period | | destroy after 40 years. |
| 12 | | punched cards and related worksheets which report flying accomplishments | | destroy after 3 months. |
| 13 | certificates of aircrew qualification | AF Forms 8 that relate to individuals not in a disqualified or excused status | | destroy all except 2 most recent years (see note). |
| 14 | | AF Forms 8 that relate to disqualified or excused individuals | | |
| 15 | approval of contractor operating procedures and flight crews | contractor crew member flight and crew member qualification record, and related records | | destroy when no longer needed. |
| 16 | reports of pilots | reports, with supporting data | | destroy after 1 year. |
| 17 | | punched cards and related worksheets | | destroy after 3 months or when no longer needed, whichever is sooner. |

NOTE: See table 51-1, rule 6 for disposition of copies used in flying training.

**64. Search and Rescue.** These tables cover records pertaining to the operations of aircraft and marine equipment used in search and rescue operations, including survival training, aircraft emergency procedures over water, and survival use of parachutes.

TABLE 64-1

AEROSPACE RESCUE AND RECOVERY SERVICE (ARRS) MISSION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | closed or suspended missions | narrative reports and message reports of opening, supplemental, reopening, and closed or suspended missions, with related correspondence, pertaining to combat and noncombat area missions | at HQ ARRS for closed or suspended combat area missions | destroy 2 years after cessation of hostilities in area (see note). |
| 1.1 | | | at HQ ARRS for closed noncombat area missions | destroy 7 years after mission is closed (see note). |
| 1.2 | | | at HQ ARRS for suspended noncombat area missions | hold in office for 7 years after mission is suspended, then destroy. |
| 2 | | | at ARRS operating units for closed missions | destroy 2 years after mission is closed (see note). |
| 3 | | | at ARRS operating units for suspended missions | destroy 7 years after mission is suspended (see note). |
| 3.1 | | | at ARRS units other than HQ ARRS and operating units | destroy after 1 year. |
| 4 | monthly mission summary reports | form reports and related records | at HQ ARRS and operating units | destroy after 5 years (see note). |
| 5 | | form reports involving AF aircraft accidents | | see table 127-2. |
| 6 | operations logs | log books of all mission activities | at operating units | retire as permanent 3 years after closeout of log book, or 1 year after all closed and suspended mission reports are destroyed, whichever is later (see note). |
| 7 | incident logs | incident forms pertaining to search and rescue and emergency locator transmitters | at HQ ARRS and operating units | destroy after 1 year. |

NOTE: On inactivation or relocation of a unit:

a. retire log books to WNRC, and

b. transfer all other records to the ARRS unit that assumes responsibility for the area in which incidents occurred; destroy the transferred records when specified retention periods have elapsed.

TABLE 64-2

EVACUATION PLANS OF AIRCRAFT IN SEVERE WEATHER

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | plans for evacuation of aircraft in severe weather | Air Force Service Hurricane Evacuation Plan (23d AF OPLAN 9507) | at HQ 23d Air Force | Permanent. Cut off when superseded or obsolete. Offer to National Archives when 15 years old in 10-year blocks. |
| *2 | | | at other than HQ 23d Air Force | destroy 3 years after superseded or rescinded. |
| *3 | | Air Force base severe weather evacuation plan with form records of aircraft severe weather evacuation information, aircraft refuge facility data, hurricane and/or severe weather assignment, severe weather evacuation record, and related correspondence | subordinate command and below | destroy when superseded or rescinded. |
| 4 | annual tests of base surface evacuation plans | narrative reports and related papers | at base preparing plan | destroy after 1 year. |

TABLE 64-3

AIRCREW PERSONAL AUTHENTICATION

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Personal Authenticator Card | card form for aircrew members/individuals who may be subject to action in or over hostile territory | at operating units | destroy on reaccomplishment of a new form, on termination of or separation from military service, or when individual is no longer subject to action in or over hostile territory. |
| 2 | | card form for individuals who are missing or captured; maintained until fate of casualty is determined | | see table 30-3. |

TABLE 64-4

SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | agreements | formal agreements with any modifications and related records concerning search and rescue operations involving foreign, federal, state, local and private agencies (see note) | at federal SAR coordinator | destroy 1 year after agreement is terminated or obsolete. |
| 2 | SAR support control records | lists of agencies involved in SAR operations and the location of their SAR facilities | | destroy when superseded or obsolete. |

NOTE: This rule applies to agreements made by SAR coordinator with foreign SAR authorities only on operational or technical matters.

**65. Maintenance—Engineering and Supply.** These tables cover records on aerospace vehicle and equipment inventory, status, and utilization reporting; excess aircraft disposal under the Air Force Special Defense Property Disposal Account; and the assignment and use of standard reporting designators (SRDs) (code elements) for use in various automated management information systems to identify items of equipment in acquisition, maintenance and supply activities (except medical and Air Force Technical Applications Center managed equipment).

TABLE 65-1

AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | assignment records | records related to the assignment of aerospace vehicles, trainers, and communications electronics-meteorological (CEM) equipment | at AF Aerospace Vehicle Distribution Office (AVDO), HQ AFLC | destroy 10 years after the item is removed from inventory. |
| 2 | | | at HQ USAF | destroy when no longer needed. |
| 3 | | | at MAJCOMs and reporting units | destroy 3 years after termination of accountability. |
| 4 | aerospace vehicle inventory, status, and utilization reporting | computer printouts and missile status worksheets used in the generation or transmission of reports | | destroy after 90 days. |
| 5 | aerospace vehicle inventory records | master AF inventory | at HQ AFLC | destroy after 5 years. |
| 6 | | command and base inventories | | destroy after 1 year or when no longer needed, whichever is later. |
| 7 | | delivery receipts and shipping documents | | destroy when the change is shown in the inventory. |
| 8 | | accountability termination records | at reporting units | |
| 9 | | | at MAJCOMs | destroy when no longer needed. |
| 10 | | | at HQ AFLC/AVDO | retire as permanent (see note). |
| 11 | | reconciliation reports used to identify reporting discrepancies | | destroy after 6 months. |
| 12 | aerospace vehicle status | master status file (computer output) | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 13 | aerospace vehicle utilization | history utilization file (computer output) | at MAJCOMs | destroy after 5 years. |
| 14 | | | at reporting units | destroy after 2 years. |
| 15 | CEM status and inventory reporting | CEM equipment status reports | | destroy after 1 year. |
| 16 | | CEM equipment summary reports | at MAJCOMs | destroy after 3 years. |
| 17 | aerospace vehicle movement reports | movement reports, PDM reports and forecasts | | |
| 18 | trainer inventory, status, and utilization reporting | reports and messages | at HQ AFLC | |
| 19 | | | at HQ USAF | destroy when no longer needed. |
| 20 | | | at all other locations | destroy after 1 year. |

*NOTE: Offer to the National Archives in 10–year blocks when latest record is 20 years old.

*TABLE 65-2

EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | excess/surplus complete aircraft | Receipt and final disposal records, identified to aircraft mission, design, and series (MDS), and serial number, pertaining to the turn-in, monetary value, utilization, transfer, donation or release of aircraft for sales action with demilitarization status | at Military Aircraft Storage and Disposition Center | 6 years after aircraft disposal, when on Air Force-generated aircraft, send to USAF Historical Research Center/HD (USAFHRC/HD), Maxwell AFB AL 36112, where they will be destroyed when no longer needed. |
| 2 | | | | 6 years after aircraft disposal when on Army-Navy-Coast Guard-generated aircraft, refer to respective agency for disposition. |
| 3 | | supporting documents including GSA allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers | | destroy 6 years after aircraft disposal. |
| 4 | | management records including reports to GSA, transfer/work and hold harmless agreements | | destroy after 1 year. |
| 5 | excess/surplus aircraft parts removed for continued use | parts removal control and disposal records including reclamation listings of parts removed for utilization, monetary value, GSA allocation for transfer or donation, shipping/release documents, and all related correspondence | | destroy 2 years after aircraft disposal. |
| 6 | reports for inclusion in DOD disposal transactions | DD Forms 1143, Reports of Excess and Surplus Material at Disposal Activities, providing statistical summation of disposal transactions including receipt, utilization, transfer, donation and release for sale. | | destroy 3 years after preparation. |
| 7 | AF aircraft conditional donation for display | final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action | | send 1 year after aircraft disposal to USAFHRC/HD, where they will be destroyed 6 years after disposal or when no longer needed, whichever is later. |
| 8 | | donation agreements, signed receipts, review records, photos, and related correspondence, for identification and control of aircraft while in possession of authorized recipients | | destroy 1 year after termination of the conditional donation. |

**66. Equipment Maintenance.** These tables cover record relating to materiel maintenance, including the retention of materiel in, or restoring it to, a serviceable condition; modifying or improving equipment in use or in storage to meet programmed operational requirements; and installation engineering and installation of fixed communications-electronics equipment and facilities. This series also includes the function of servicing, trouble-shooting, manufacturing, rebuilding, testing, and classifying the condition status of materiel.

TABLE 66-1
MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | materiel and maintenance deficiency project records | action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or materiel does not fully or effectively serve the purpose intended; in instances where a part, accessory or equipment cannot be properly maintained or operated; and where inaccuracies may appear in the supporting and related technical and engineering data; also includes records of action to remedy the deficiency, and replies to reporting activities | | destroy after 1 year (EXCEPTION: when corrective action results in the issuance or revision of a directive, see tables 5-1 or 8-1). |
| 2 | technical order improvement | unsatisfactory condition notices such as technical order improvement reports, and comparable records | approved or approval pending | destroy when no longer needed. |
| 3 | | | disapproved or no action | destroy after 1 year or on inactivation of unit, whichever is sooner. |
| 4 | | | copies relating to a suggestion | maintain with related suggestion (see table 900-2). |
| 4.1 | technical order improvement and deficiency reporting logs | | completed with all entries | destroy after 1 year or on inactivation of unit, whichever is sooner. |
| 4.2 | materiel deficiency reporting and investigating | unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II and command deficiency reports (CDR) (CAT III) and comparable data | | destroy 1 year after corrective action completed. |
| 4.3 | | copies of records in rules 1 through 4.2 | | destroy when no longer needed. |
| 4.4 | materiel improvement project (MIP) files | copies of records in rules 1 to 4.3 and evaluation data | completed with all required actions | |
| 4.5 | semiannual closed materiel improvement project summary listing | microfiche of materiel improvement project actions | | destroy after 5 years or when no longer needed, whichever is later. |
| 5 | deficiency reporting ADP records in support of the Products Improvement Program | detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation | at HQ AFLC and/or subordinate commands | destroy after 3 months. |
| 6 | | consolidated reports and summaries | | destroy after 1 year or on completion of product improvement action, whichever is sooner. |
| 7 | | master tapes | | update as changes occur. |
| 8 | | add/delete change cards used to update master tapes | | destroy after verification of computer processing. |
| 9 | maintenance management systems programs/projects | case files reflecting operation and maintenance of weapon systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities | at MAJCOMs and major subordinate commands | destroy after termination or completion of system, subsystem or project. |
| 10 | | maintenance checklists, individual methods of approach or similar records related thereto | | destroy when superseded, obsolete or no longer needed. |

TABLE 66-1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 11 | maintenance procedures | maintenance management letters and messages prescribing procedures, policies, methods and responsibilities | developed at MAJCOMs and major subordinate commands | destroy 2 years after superseded, obsolete or rescinded. (When action results in issuance or revision of a directive, see tables 5-1 and 8-1.) |
| 12 | | | copies other than above | destroy when superseded, obsolete or no longer needed. |
| 13 | maintenance management reports | output products on maintenance actions not covered elsewhere | | destroy when superseded or no longer needed. |

**TABLE 66-2**

**DEPOT MAINTENANCE RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | depot maintenance projects | programmed and nonprogrammed project directives and correspondence filed therewith, labor and material standards, material availability records, and related records, used to establish maintenance projects; to plan and schedule workloads for forecasting productions to be accomplished during established period; to determine that adequate shop facilities, manpower, test equipment, technical data, and tools are available to accomplish workload; to synchronize movement of materials and repairable assets with production capacity | at AF depots | destroy 6 months after project completed. |
| 1.1 | | | at MAJCOMs and below | destroy 2 years after project completed (see note 1). |
| 2 | depot maintenance and inspection records | records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end item system equipment | at air logistics centers (ALCs) | destroy 6 months after receipt of notification of acceptance or 6 months after turn in of equipment to supply (see note 2). |
| 3 | armament, photographic, and special weapon systems and equipment maintenance and communications-electronics equipment maintenance | letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment | not at Quality Control Branch, AF Cryptologic Support Center, Electronic Security Command | destroy after 2 years. |
| 3.1 | | | at Quality Control Branch, AF Cryptologic Support Center | destroy on withdrawal of equipment from Electronic Security Command inventories. |
| 4 | training devices | reports pertaining to maintenance of training devices, including flight and usage reports, inspection records, etc. | at MAJCOMs and major subordinate commands | destroy after evaluation completed. |
| 5 | property accounting | records relating to repair shop supply, including stock record cards, property turn-in slips, issue slips, or equivalent forms which are either part of accountable officer's stock record account or subsidiary thereto | | destroy after 2 years (EXCEPTION: for records subject to audit, see table 175-2). |
| 6 | precision measurement equipment | mechanized card system records, and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules | | destroy 3 months after entry. |
| 7 | production and control number cards | permanent and temporary control-number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category | | destroy when superseded or obsolete. |
| 8 | engineering drawings and related records | | | see table 67-15. |
| 9 | base-level contracted-maintenance | purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records maintained in the performance of modification, modernization, rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the AF | at contract maintenance offices | destroy 1 year after close of FY in which designated maintenance is completed or accepted. |

TABLE 66-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10 | | | at base procurement offices | see table 70-1. |
| 11 | clean room environment | environmental comparison data and environmental tally used for historical purposes | | destroy after 2 years. |
| 12 | management of items subject to repair (MISTR) | worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair | at ALCs | destroy when no longer needed or 1 year after last entry, whichever is sooner. |
| 13 | AF Logistics Command (AFLC) tool/equipment control and accountability program | reports or other records relating to investigation of loss/recovery of tools/equipment covered under AFLCR 66-69 | on tools/equipment not found in foreign object damage (FOD) critical areas | destroy 2 years after annual cutoff or when no longer needed whichever is later, but not to exceed 6 years. |
| 13.1 | | | on tools/equipment not found in low/non FOD critical areas | destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years. |
| 14 | | | on tools/equipment recovered | destroy when no longer needed. |

NOTES:

1. Repair requirements reports in rule 1.1 retained by reporting activities which are not needed to support maintenance projects may be destroyed after 1 year.

2. Destroy engine overhaul records after 5 years, or when no longer needed for analysis or research, whichever is sooner.

TABLE 66-3

HISTORICAL RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | material/equipment individual historical files | historical records for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO 00-20-1 | for items transferred, donated, or sold | send with related items: destroy retained copies after 3 months. |
| 2 | | | made part of surplus property account | send with related item to appropriate Defense Property Disposal Office for disposition. |
| 3 | | | for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing | destroy three months after abandonment of search or physical disposition. |
| 3.1 | | | for expended air launched missiles | |
| 3.2 | | | for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle | send and dispose of the same as table 66-8, rule 33. |
| 3.2.1 | | | used to record significant historical data for special applications as prescribed in AFR 66-1, MAJCOM or chief of maintenance | destroy when no longer needed or as directed by MAJCOM or the chief of maintenance; or when the equipment is transferred, apply rule 1. |
| 3.2.2 | | | used to record time compliance technical orders, and all entries have been transferred to mechanized reports | destroy after verification of all entries on the mechanized reports. |
| 3.2.3 | | | used to record installation time used, condition, removal and return for rehabilitation of video head | destroy 6 months after video head is returned for rehabilitation. |
| 3.2.4 | | | used to record installation time used, condition, removal and storage of image tubes | destroy 1 year after image tubes are retired. |
| 3.2.5 | | historical records for specific inertial navigation units maintained per TO 00-20-10-10 | used to record significant historical data during organizational, intermediate, and depot level maintenance | send to Technology Repair Center (TRC) with the related hardware per TO 00-20-10-10. |
| 3.2.6 | | | records at TRC containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC | destroy after processing all pertinent information into data base or when related equipment is permanently removed from inventory. |
| 3.2.7 | | | records at TRC containing field and/or TRC data of the current cycle | send with related hardware, as part of historical record, after entry into data base. |
| 3.2.8 | | repair analysis report | at originating TRC | destroy after data is entered in data base or when no longer needed, whichever is sooner. |
| 3.2.9 | | | at other activities | destroy when no longer needed. |
| 3.3 | | manual data forms maintained with equipment in current use, filled-in and last entries have been carried forward to new forms | | hold as part of equipment historical file, or destroy after 3 months if they do not contain history information. |

TABLE 66-3. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 3.3.1 | | automated data forms maintained with equipment in current use | prepared by bases operating an automated maintenance management system, for which data is stored in computer memory | hold the last 7 reports; when 8th report is received, destroy earliest one. |
| 3.3.2 | | | those sets of forms containing only maintenance actions or information where sufficient data is stored in the computer | |
| 3.3.3 | | | those sets of forms containing only airframe utilization information where sufficient data is stored in the computer | hold last 5 reports; when 6th report is received, destroy earliest one. |
| 3.4 | | aircraft/missile condition report | initiated when equipment is forwarded to depot for programmed depot maintenance (PDM) | destroy after return from PDM and information is transcribed to appropriate records. |
| 3.5 | | radiographs, photographs, and other recordings methods with reports of findings | considered significant, i.e., surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file | send with equipment when transferred, or destroy when equipment is dropped from AF inventory (see note). |
| 3.6 | | | considered routine | destroy after 6 months (see note). |
| 3.7 | | worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs. TO 1-1-300, and applicable weapon system inspection handbooks | maintained as completed FCF worksheets for the last phase/periodic inspection | destroy after 3 months or when replaced by next FCF worksheet, whichever is later. |
| 3.8 | | high power electron tube records, i.e., electron tube field life record and electron tube performance and status report | for installed electron tubes, which have failed and have been declared unserviceable | send copies in accordance with TO 00-20-8; destroy held copies after 3 months. |
| 3.9 | | | used to provide current status of tubes each quarter | destroy when replaced by next quarterly report or machine listing. |
| 3.10 | | deferred discrepancy records for Intercontinental Ballistic Missiles, maintained in TO 00-20-6 | for assigned launch facilities, complexes or launch control facilities | destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner. |
| 3.11 | materiel/equipment individual historical files | TRACALS equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, NAVAIDS ground recordings and certification forms, system performance ratings, and any other significant data pertinent to TRACALS equipment and not included in rules 1 through 3.2 | at the facility/site | destroy after 1 year or when no longer needed, whichever is sooner. |
| 3.12 | | flight inspection reports for TRACALS equipment maintained for the last special/periodic inspection | | hold as part of equipment historical file; destroy when replaced by next special/periodic inspection report. |
| 4 | office appliance maintenance | historical maintenance record for each individual office equipment | | destroy when equipment is dropped from AF inventory. |
| 5 | medical equipment maintenance | | | see table 167-1, rules 34 through 39. |

TABLE 66-3. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 6 | ground weapons historical data | inspection, maintenance, and firing data on ground hand and shoulder weapons | for weapons transferred, donated or sold per applicable AF directive | send with related weapon; destroy held copies after 3 months. |
| 7 | | | made part of surplus property account | forward with related item to Defense Property Disposal Office for disposition. |
| 8 | | | for weapons otherwise dropped from property account, i.e., destroyed, abandoned, reclaimed, salvaged, lost or missing | destroy 3 months after abandonment of search or physical disposition. |
| 8.1 | | recurring inspection reports for weapons stored or used by an organization | | destroy when superseded. |
| 9 | launch site historical data | records reflecting variances and adjustments to be considered when aligning the weapons system in silo to assure combat readiness configuration | | destroy on deactivation of launch site facility or when replaced by a new series missile. |

NOTE: Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content.

TABLE 66-4

ANALYSIS AND EVALUATION RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | actuarial analysis | correspondence, teletypes, general purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records | | destroy when engine is dropped from inventory. |
| 2 | oil analysis program | used oil analysis request for ground equipment and aircraft | | destroy 3 months after transcribing and statistical processing. |
| 3 | | oil analysis record for use in visible file | | see table 66-3, rules 1 through 3.2.1. |
| 4 | | spectrographic analysis worksheets | | destroy when no longer needed. |
| 5 | maintenance and corrosion evaluation program projects | summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgement records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency | copies at project office | destroy 10 years after acceptance and/or rejection of project. |
| 6 | | | copies at other than project offices | destroy when no longer needed. |
| 7 | production count | cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system | | destroy when superseded or obsolete. |
| 8 | | source material | | destroy 3 months after preparation of detail cards. |
| 9 | maintenance production and utilization reports | summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information | daily reports | destroy on receipt of monthly summary. |
| 10 | | | reports other than rule 9 above | destroy 1 year after as of date. |
| 11 | maintenance analysis | summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information | daily reports | destroy after 90 days or on receipt of monthly summary. |
| 12 | | | reports other than rule 11 above | destroy when no longer needed, or after 2 years, whichever is sooner. |
| 13 | | briefings and studies | | |
| 14 | | charts and graphs portraying maintenance trends | | |
| 15 | | maintenance analysis referrals | | destroy after completion of next activity inspection or 1 year after corrective action completed. |
| 16 | laboratory environment | chart recordings of laboratory temperature and humidity; used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations | | destroy when no longer needed. |
| 17 | reports of measurement | records of calibration and correction charts for AF base reference standards; used in calibration of precision measuring equipment | | destroy when superseded or no longer needed, whichever is sooner. |
| 18 | interim calibration procedures | calibration data not yet published in technical orders; used as a guide for calibration | | destroy when published in a technical order. |
| 19 | waiver of calibration requirements | requests for limited/special calibration (precision measurement equipment (PME) | | destroy when superseded or no longer needed, whichever is sooner. |
| 20 | | measurement restriction log record of all imposed measurement restrictions due to environment | | destroy after 1 year. |

**TABLE 66-4. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 21 | precision measuring equipment scheduling and maintenance data collection | mechanized card system records and other related, comparable forms; used for recording results of precision measuring equipment inspections and calibration operations and for establishing reinspection and recalibration schedules | | destroy 3 months after entry or when no longer needed, whichever is sooner. |
| 22 | controlled multiple address letters | general information letters from Aerospace Guidance Metrology Center (AGMC); used to notify PMEL personnel of new developments, procedures or methods in PMEL operations | | destroy when no longer needed. |
| 23 | command certification list | listings of precision measuring equipment requiring off-base support; used to authorize off-base support of precision measuring equipment and establish recalibration requirements | | destroy when superseded. |
| 24 | radiation reports | radioactive material permits, requests for renewal of permit, support data and test results | used to support requirements for radioactive material permits and support data | destroy 1 year after expiration of permit. |
| 25 | | | used to record results of radioactive swipe tests | destroy when new form is received or when the associated radiac equipment is deleted from PMEL schedules. |

**TABLE 66-5**

**AIRCRAFT MAINTENANCE**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | aircraft, missile delivery | records used to facilitate delivery of aircraft/missiles and to furnish a record of receipt of selected equipment, and forms transferred with the aircraft/missiles | | destroy after 1 year. |
| 2 | aircraft reports | damaged aircraft and engine disassembly reports | at MAJCOMs and major subordinate commands | |
| 3 | | flight reports | | destroy after 6 months. |
| 4 | aircraft inventory | equipment lists, shortage lists and similar records | | destroy 3 months after salvage or other final disposal of related aircraft. |
| 5 | weight and balance data | handbooks of weight and balance data (TO 1-1B-40); Record of Weight and Balance Personnel; Chart C—Basic Weight and Balance Record | | destroy after loss or survey of aircraft. |
| 6 | | Chart A—Basic Weight Check List; Airplane Weighing Record; -5 Technical Order | | destroy when superseded or after loss or survey of aircraft. |
| 7 | | Weight and Balance Clearance Form F prepared for each mission | | destroy on completion of mission. |
| 8 | | Weight and Balance Clearance Form F (canned Form F) | | destroy when superseded. |
| 9 | | Weight and Balance Clearance Form F related to aircraft involved in an accident | | destroy 1 year after completion of accident investigation. |

TABLE 66-6

MAINTENANCE INSPECTION

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | (RESERVED) | | | |
| 2 | quality control inspection/evaluation records | personnel evaluations, technical, special, and activity inspections conducted by quality control activities | | destroy 1 year after completed action or, when applicable, per appropriate rule in table 66-8 for equipment records; or destroy on receipt of next personnel evaluation or equivalent inspection report if not needed for analysis, investigation or follow-up. |
| *2.1 | | maintenance evaluation records which record evaluations performed on maintenance personnel | at quality control offices | destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner. |
| 3 | | | used for suspense control or to record inspection of inspection workcards or work unit code manuals | destroy when all entries have been filled in and form replaced by new inspection record. |
| 4 | | equipment discrepancy summary records summarizing discrepancies by category | | destroy when no longer needed or after 1 year, whichever is sooner. |
| 5 | | quality control checksheets used in conducting quality control inspections | | destroy when no longer needed, or replaced by new checksheet. |
| 6 | nondestructive inspection data | nondestructive inspection techniques used for future reference of nondestructive inspection techniques | | destroy when incorporated into applicable technical order, replaced by a new nondestructive inspection technique or when no longer needed. |
| 6.1 | nondestructive inspection radiographs | radiographs used to compare present NDI radiograph with two previous programmed depot maintenance (PDM) inspection to verify structural integrity and trend analysis of aircraft structures | | destroy the oldest radiograph after comparison of the current and next most current film or after 4 years, whichever is sooner. |
| 6.2 | | radiographs used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or time compliance technical orders (TCTOs) | | destroy the oldest radiograph after comparison with the new radiograph when the inspection is reaccomplished of after 4 years, whichever is sooner. |
| 6.3 | | radiographs used to detect defects or verify structural integrity during one-time (other than TCTOs) inspections | | destroy after repair of defects or after 6 months if no defects were detected. |
| 7 | battery periodic inspection and battery servicing | monthly storage battery records for telephone rack batteries used to periodically check battery state of charge, servicing and inspection | | destroy after 1 year or when no longer needed, whichever is later. |
| 8 | inspection of railway equipment, watercraft, and training devices | inspection worksheets | | destroy when the next equivalent or higher inspection is accomplished. |
| 9 | welder qualification | application and test records for the qualification of welders | at testing labs and metals processing shops | destroy after 2 years, or when superseded, whichever is sooner (EXCEPTION: Metals shops forward to gaining activity on reassignment of member). |
| 10 | industrial radiography utilization log | industrial radiography log forms | | destroy when no longer needed to evaluate the adequacy of shielding for a particular situation. |
| 11 | foreign object damage (FOD) to aircraft, missiles or drones | weekly FOD inspections | | destroy after 1 year. |

NOTE: All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (see AFR 12-50, volume I, paragraph 6-2).

TABLE 66-7

NAVIGATIONAL AID RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | joint agreement on USAF/FAA performance standards and procedures | | | destroy when superseded, obsolete or no longer needed. |
| 2 | certification inspection reports | | | destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner. |
| 3 | general memorandum of agreement between USAF and FAA | | at HQ USAF | retire as permanent (see note). |
| 4 | | duplicate copies | | destroy when superseded or obsolete. |
| 5 | countersigned statements and appendix | | | destroy when superseded or on withdrawal of the facility from the Federal Airways System, whichever is sooner. |

NOTE: Offer to the National Archives in 5-year blocks when latest document is 25 years old.

**TABLE 66-8**

**EQUIPMENT MAINTENANCE (see note 1)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment | records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification | time compliance technical order (TCTO) products not covered by table 66-3 | destroy after receipt and verification of next report (EXCEPTION: When mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year). |
| 2 | | | monthly maintenance plan | destroy when no longer needed or after 1 year, whichever is sooner. |
| 3 | | | weekly maintenance plan | destroy when no longer needed or after 2 years, whichever is sooner. |
| 3.1 | | | daily maintenance plan | destroy after 3 months or when no longer needed, whichever is sooner. |
| 4 | | | visual aids | destroy when replaced, obsolete or no longer needed. |
| 5 | | | special qualification certificate | |
| 6 | | | data transmittal records | destroy after 1 month or when no longer needed, whichever is sooner. |
| 7 | | | daily requirements and dispatch records used for dispatch control of aerospace ground equipment | |
| 8 | | | personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules | |
| 9 | | | punched card transcripts used as source records for computer products | destroy when computer product is verified. |
| 10 | | | job standards | destroy when replaced by a new job standard or when no longer needed, whichever is sooner. |
| 11 | | | missile status worksheet | destroy after 3 months or when no longer needed, whichever is sooner. |
| 12 | | | weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 13 | | | generation maintenance plan and generation sequence action schedule used to preplan and establish sequence of events for generation actions | destroy when replaced by a new plan or action schedule. |
| 14 | | | inspection/TCTO planning guide for inspection/TCTO accomplishment | destroy 1 month after completion if no longer needed, but not later than after 1 year. |
| 15 | | | specialist dispatch control log used for internal workcenter control of personnel dispatch | destroy daily, when no longer needed, but not later than after 1 month. |
| 16 | | | aerospace ground equipment (AGE) status used to notify maintenance control of AGE status | |
| 17 | | | technical order distribution record used to maintain technical order files | destroy when replaced by a new form or when no longer needed, whichever is sooner. |

TABLE 66-8. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 18 | | | time change requirement forecast | destroy when no longer needed. |
| 19 | | | maintenance data collection forms used for scheduled preventive maintenance | destroy after reports are produced. |
| *20 | | | maintenance data collection record used for repair, inspection, and time change items | destroy after keypunch, receipt of machine listing and correction of errors if no longer needed, or after reports are produced and narrative is transcribed to significant historical data form, but not later then after 1 year (see notes 2 and 3). |
| 21 | | | original or source records, created for control purposes, such as job control records when equipment status reporting is not required | destroy when no longer needed, or 3 months after record has been closed, whichever is sooner. |
| 21.1 | | | original of source records created for equipment status reporting | destroy after 3 months or when no longer needed, whichever is later. |
| 22 | | | schedule of technician availability | destroy when no longer needed, or after 3 months, whichever is sooner. |
| 23 | | | used to record odor test/servicing of aviator's breathing oxygen | destroy 2 weeks after date of last recorded servicing. |
| 24 | | | transient job control number registers | destroy after 1 year or after submission of semiannual transient aircraft information. |
| 25 | | | base job control number register | destroy when no longer needed, but no later than 3 months after all entry spaces have been used. |
| 26 | | | advanced configuration management system projection of items due for mandatory removal | destroy after receipt and verification. |
| 27 | | | advanced configuration management system selected article configuration status report | destroy pages that are superseded after receipt, verification, and file of changed pages. |
| 28 | | | communications-electronics-meteorological onsite maintenance records, i.e., pre-PDM survey record and certification and certificate of PDM maintenance accomplished | destroy after 1 year if no longer needed for followup. |
| 29 | | | minutes of maintenance meetings | destroy when no longer needed. |
| 30 | | | for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation | dispose of with the investigative file of which they become a part. |
| 31 | | | for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing | destroy 1 month after abandonment of search or physical disposition. |
| 32 | | | for expended air launched missiles | |
| 33 | | | for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle | send to AFLC System Manager or SA-ALC Director of Special Weapons, as applicable; destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose. |
| 33.1 | | | for equipment dropped from AF inventory for reasons other than specified in rules 30 through 33 | destroy after 1 month. |

**TABLE 66-8. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 34 | | | duplicates or nonrecord copies of records in rules 1 through 32 | destroy when no longer needed or after 1 year, whichever is sooner. |
| 34.1 | | | sortie maintenance briefings (originals) | destroy after keypunch or forward to another agency for filing, where it will be destroyed when no longer needed. |
| 34.2 | | | sortie maintenance briefings (copies at debriefing facility) | destroy after 1 month or when no longer needed, whichever is later. |
| 35 | | work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips | working copies | destroy 3 months after completion of job. |
| 36 | | | extra copies | destroy on completion of job. |
| 37 | | | selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work | destroy after 6 months. |
| 38 | | data processing machine listing such as identification number listings, etc. | | destroy after 2 years or when superseded or no longer needed, whichever is sooner. |
| *39 | Maintenance Management Information Control System (MMICS) Output Products | training course table list, course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, work center list, flying schedules, TCTO status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc. | maintained by the maintenance complex | destroy when superseded, obsolete, or when no longer needed. |

NOTES:

1. This table applies only to those records that are prescribed by and maintained in accordance with AFRs 66-1 and 66-5 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit, if not needed by a successor unit (see AFR 12-50, volume I, paragraph 6-2).
2. Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

*3. Copies of source records used for billing purposes must be retained for the full one year period for audit records. See Table 175-2.

**TABLE 66-9**

**SERVICE ENGINEERING**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | project files | records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test), generated as a result of engineering management and commodity engineering support and services required for operation, maintenance, modification and rehabilitation of material, and are categorized into various weapons support systems and subsystems, i.e., propulsion accessories, electronics, materials, nonaeronautical and aeronautical | | retire to WNRC when equipment, system or subsystem is declared obsolete to AF needs; destroy after 30 additional years. |

TABLE 66-10

GROUND COMMUNICATIONS–ELECTRONICS EQUIPMENT STATUS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | equipment status records, batch or Maintenance Management Information Control System (MMICS) | data cards used to prepare summaries, tabulations or Automatic Data Processing Equipment (ADPE) tapes | at MAJCOMs | destroy after action is completed. |
| 2 | | | below MAJCOMs | destroy 14 days after preparation. |
| 3 | | master inventory and standard MMICS equipment status reporting (ESR) listings | | destroy when superseded, obsolete or no longer needed. |
| 4 | | communications-electronics-meteorological (CEM) programs audit/error, open incident, daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections | at MAJCOMs and intermediate headquarters | destroy 90 days after entry into batch or MMICS system. |
| 5 | | | below MAJCOMs | destroy 30 days after entry into the batch or MMICS system. |
| 6 | | job control records | | destroy 90 days after completion of job. |
| 7 | | summaries, listings and studies | | destroy when superseded, obsolete or no longer needed, or after 1 year, whichever is sooner (EXCEPTION: When made the basis of a standard publication, see table 5–1). |

TABLE 66-11

RECLAMATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | reclamation of aircraft and surface equipment as result of accidents or normal deterioration | historical data, reports of survey, special order extracts, photographs, related papers and correspondence | at MAJCOMs | destroy 5 years after completion of action (EXCEPTION: records required for investigation, inquiries, etc., destroy on completion of such action, provided retention period has expired). |
| 2 | | | at subordinate echelons | destroy 2 years after completion of action (EXCEPTION: where MAJCOM requests audit of a specific case file, destroy the excepted records after audit, provided the specified retention period has expired). |

TABLE 66-12

MILITARY AIRCRAFT STORAGE AND DISPOSITION CENTER (MASDC)

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | aircraft/missile and special project files for AF, Army, Navy and CG, and other government agencies | project directions, schedules, special technical aspects, customer correspondence, inquiries from higher headquarters, work directives and amendments, work/shipping priorities, contracts, for both continental US and Security Assistance Program customers | at MASDC OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies | destroy 2 years after completion of action. |
| 2 | | work directives and related records | at other than MASDC OPR | destroy 1 year after completion of action, or when no longer needed, whichever is sooner. |

TABLE 66-13

AIR FORCE LOGISTICS COMMAND AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | improved repair project proposals | description of problems, initiator, stock numbers, prices, possible solutions, evaluations/analyses, conclusions, recommendations and related correspondence | at HQ AFLC | destroy 3 years after completion/deletion of project. |
| 2 | | | approved projects at submitting, supporting, participating and other activities | destroy on completion of project or when no longer needed, whichever is sooner. |
| 3 | | | disapproved project proposals at activities in rule 2 | destroy after 3 years. |
| 4 | safety proposals | recommended methods of processing, involving safety or health considerations | approved by safety and/or medical authorities | retire as permanent 1 year after close of project. |
| 5 | program reports/technical reports | reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations and conclusions | at HQ AFLC | retire 1 copy of each report as permanent 1 year after close of project. |
| 6 | | | copies other than rule 5 | destroy when no longer needed. |
| 7 | program proposals | description of processes, techniques, and related material pertinent to common repair facilities | approved | retire as permanent 1 year after close of project. |
| 8 | | | disapproved | destroy after 3 years. |
| 9 | engineering proposals | description of new or changed technical process requirements and the alternative solutions thereto | at HQ AFLC | destroy 3 years after completion/deletion of the proposal. |
| 10 | summary quarterly reports | reports containing the accomplishments and impact of overhaul and repair processing projects proposed, initiated and completed | | destroy after 1 year. |

**67. Supply.** These tables cover documentation resulting from the management and control of supply operations. They include requisitioning, receiving, issuing, inventory management, property accounting, stock control, and related matters.

TABLE 67-1

SUPPLY MANAGEMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | safekeeping of military property | forms required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment | | return to originator in exchange for new valid bond or on settlement of property accounts. |
| 2 | SAC supply system management | SAC forms | at SAC supply support of maintenance activities | destroy after 1 year. |
| 3 | aircraft distribution and assignment control | project files of HQ USAF aircraft delivery and modification instructions and amendments, AFLC aircraft assignment directives, and related documents | | destroy 1 year after project is completed. |
| 4 | | correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs | | destroy after 1 year. |
| 5 | | locator cards for each aircraft assigned to a MAJCOM | | destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner. |
| 6 | mission capability (MICAP) summary listings | daily summaries | at Air Logistics Centers | destroy after 1 month. |
| 6.1 | | | at other than Air Logistics Centers | destroy 90 days after creation. |
| 7 | | monthly summaries and other listings produced from specific card decks | | destroy after 6 months. |
| 8 | | card decks | | destroy immediately after all necessary summaries and listings have been printed and verified. |
| 8.1 | mission capability checklists | MICAP checklists used to validate that no assets are available for use to satisfy priority requirements | | destroy 3 months after completion or 3 months after requirement has been satisfied per AFM 67-1. |
| 9 | initial spares support lists | monthly summaries, card decks and related data | applicable to all records except those under rule 9.1 | destroy 60 days after report is superseded. |
| 9.1 | | monthly summaries, card decks and related data applicable to ISSLS loaded for weapon systems supported at individual bases | | destroy after the directing MAJCOM determines that applicable ISSL levels should be deleted. |
| 10 | munitions supply reconciliations | reconciliation reports of munitions based on air munitions serviceability and location records, required by AFM 66-1, volume VI | | destroy 1 year after reconciliation. |

TABLE 67-2

DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (see note)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | due-in assets | contracts, contract index cards, and related contract instruments | at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities | destroy 3 months after final payment of contract. |
| 2 | | PR/MIPRs | | destroy 3 months after all items have been placed on contract or cancelled. |
| 3 | | due-in asset worksheets prepared for input to computer | | destroy on completion of computer processing. |
| 4 | | due-in asset status cards for each item | | destroy 90 days after update action. |
| 5 | | due-in statistical transaction listing | | destroy 1 year after completion of action. |
| 6 | | due-in requirements data for reports for category I and II R items | | destroy 3 years after close of buying year. |
| 7 | | shipment variation printouts, out-of-balance notices, overage data | | destroy on completion of review and update action. |
| 8 | car arrival reporting records | reports used to initiate diversions of shipments or to initiate immediate reshipments | | destroy 3 months after diversion or reshipment. |
| 9 | shortage report records | reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply | | destroy after 3 months. |
| 10 | advice of availability records | reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report | | |
| 11 | fixed communications and electronics supply | bills of material, shipping documents, and correspondence related to supply action against engineered bills of material | at servicing activity | destroy 5 years after completion of action. |

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in oversea commands.

TABLE 67-3

UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | active unit property records | allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records reflecting transactions occurring during the month | | destroy after 1 year. |
| 2 | | temporary issue custody receipts | | destroy or return to individual on return of property. |
| 3 | inactivated unit property records | allied register and files described in rule 1 | | destroy when installation commander is assured that property records have been reduced to zero balance, and that all property has been turned in to appropriate supply office or otherwise satisfactorily accounted for, and he or she has issued authority to destroy the records. |
| 4 | | authorizations to destroy the records | | destroy 2 years after inactivation of unit or 2 years after disposal of the record, whichever is later. |
| 5 | property accounting transaction card | | | destroy after supply action is completed and entry has been posted to the document register. |
| 6 | special measurement clothing and orthopedic footwear | measurement forms | | destroy 30 days after receipt of ordered material. |
| 7 | accountable records | records created before conversion of AF organizational equipment records to EMO/BEMO and CEMO systems | | destroy 1 year after all records have been reconciled and current inventories are accurate. |
| 8 | supply reporting | equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, and related papers | at unit supply for submission to higher headquarters | destroy after 1 year or on inactivation of the unit, whichever is sooner. |
| 9 | packing certificates | records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation | | destroy after 6 months. |
| 10 | supply inspection | showdown inspection reports, final inspection reports, and related inspection papers; pertinent to units that are outfitted before oversea movement | | destroy after 1 year. |
| 11 | USAF marine equipment allowance and checklist | | | destroy when boat is dropped from AF inventory and all equipment is accounted for. |
| 12 | unit supply officer listings | continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility | | retire on inactivation of unit for disposal 12 years after inactivation. |
| 13 | training equipment issue and turn-in | records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence | | destroy on turn-in of equipment. |
| 14 | zero overpricing | letters, messages, inquiries and other material relating to suspected pricing error | at customer liaison office | destroy after 1 year. |

TABLE 67-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | unit record | daily document registers | at equipment management office or base supply | destroy after 3 months. |
| *15.1 | | | at AFTAC GSUs | destroy after 2 fiscal years. |
| 16 | | priority monitor report, stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing | | destroy after receipt of updated listing. |
| 17 | source records | forms, i.e., supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, adjusted stock level form, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 18 | | verification worksheet | | destroy 3 months after completed action if no longer needed for justification of special levels. |
| 19 | custodian records | custodian authorization/custodian receipt list | | see table 67-11, rule 40. |
| 20 | clothing allowance for Reserve Forces | individual mandatory clothing check (male and female) | | destroy when form lacks space for next inspection and new forms have been used for one inspection. |
| 21 | | clothing request receipt | | destroy after 1 year. |
| 22 | | personal clothing record, male/female airman | | destroy when balances are transferred to a new form and a final statement is accomplished. |
| 23 | | personal clothing claim and supporting records | at staff judge advocate offices | destroy 1 year after case is closed. |
| 24 | customer complaints/inquiries | correspondence used to record and resolve customer complaints, problems, or inquiries | at the Customer Liaison Office | destroy 1 year after resolution of the case. |

TABLE 67-4

BASE STOCK RECORD ACCOUNTS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | stock record accounts | cards on accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFM 67-1 | | destroy 1 year after equipment has been removed from the account. (See table 167-1 for medical stock record account.) |
| 2 | (RESERVED) | | | |
| 3 | (RESERVED) | | | |
| *4 | daily document registers | accountable registers prescribed in AFM 67-1 that reflect specific property transactions | prepared by bases operating under the standard base level supply system (UNIVAC 1050-II) | destroy after 3 months provided no irregularities exist. |
| 5 | | information copies used as a cross- reference work file | | destroy when no longer needed or on receipt of stock number directory, whichever is sooner. |
| 6 | supply document register | | prepared by bases operating a manual base supply system | destroy after 1 year, provided no irregularities exist. |
| 7 | document control cards | cards created during preparation of daily document register | used by bases operating under the standard base level supply system (UNIVAC 1050-II) to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control | destroy after all necessary action is completed. |
| 8 | | | used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for followup purposes, and to prepare mechanized supply activity reports | |
| 9 | daily transaction register | accountable registers prescribed in AFM 67-1 that reflect specific property transactions | prepared by bases operating under the standard base level supply system (UNIVAC 1050-II) | destroy after 1 year, provided no irregularities exist, or when replaced by a consolidated transaction register and accuracy and completeness of consolidated transaction register have been verified. |
| 10 | consolidated transaction register | | | destroy after 1 year, provided no irregularities exist. |
| 11 | monthly base or medical supply transaction register | | | see table 167-1. |
| 12 | source records | issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document numbers | identified in AFM 67-1 to be held | destroy after 1 year. |
| 13 | | | all except records to be held as prescribed in AFM 67-1 | destroy after recording in document/transaction registers and completion of quality control. |

TABLE 67-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | supporting records | reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register | identified in AFM 67-1, vol II, Part One, Chap 3; vol II, Part Two; and vol V | destroy after 1 year (see table 175-2). |
| *14.1 | | local purchase (LP) receipt records | identified in AFM 67-1, vol II, Part Two | destroy 6 years and 3 months after final payment provided there are no discrepancies for which corrective actions are prescribed by AFAFC (see note). |
| 15 | | records not included in rule 14 or 14.1 | | destroy after recording on daily transaction and document registers, and after quality control check is completed (see table 175-2). |
| 16 | adjusted stock level records | original copies | | hold as long as established levels are in effect; then destroy. |
| 17 | | | at initiating activities | destroy upon receipt of approved current renegotiation. |
| 18 | | suspense copies | | destroy on receipt of approved copy. |
| 19 | | outdated copies | | destroy on receipt of revised form. |
| 20 | | revalidation decks | | destroy outdated cards when replaced by later cards. |
| 21 | Uniform Materiel Movement Issue Priority System (UMMIPS) surveillance listings | | prepared by bases operating under the standard base level supply system (UNIVAC 1050-II) | destroy 90 days after monthly cutoff. |
| 22 | recurring listings and reports not covered elsewhere in this table | | | destroy on receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFM 67-1, whichever is later. |
| 23 | obsolete object deck file | object cards replaced by a later change or deleted from the system | at each base operating under the standard base level supply system (UNIVAC 1050-II) | process under AFM 67-1, vol II, Part Four, chap 13 (Authority: table 11-1, rule 4.). |
| 24 | program bank change tapes | those tapes returned to AFDSDO-SCCR-2 on completion of processing | | destroy when no longer needed. |
| 24.1 | supply file dump tapes | those tapes erased and reused by the base per AFM 67-1 | | |
| 24.2 | ADPM work requests | forms used to request nonrecurring or as required computer products | | |
| 24.3 | program release sheet files | assembly and squeeze release sheets and related documentation used to control the application of computer programs in the SBSS operation | | destroy release sheets when applicable program is removed from the obsolete object deck files. |
| 25 | standard operating supply system trouble reports | forms maintained on an annual basis | | destroy after 1 year. |

TABLE 67-4. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 26 | account files | individual files of personnel authorized to receipt for property, supplies and spares containing current and noncurrent specimen signatures, name, grade and organization of account custodians, and waivers granted for use of stamps when numerous repetitive signatures are required | | destroy 1 year after superseded or obsolete. |
| 27 | local purchase-item/procurement history file | cards and related data which provide a complete description, procurement history, previous prices paid, and available sources for local purchase items, prepared by procurement personnel | held by supply representatives who act as liaison between base supply and procurement on all supply matters involving procurement | destroy individual cards when obsolete, superseded or inactive, as determined locally. |
| 28 | nuclear weapons stock record accounts | supply records or materiel courier receipts filed as required by AFM 67-1, vol I, Part One, chap 18 | | destroy 7 months after audit of the account. |
| 29 | weapons and COMSEC equipment control files | punch cards prepared on each weapon and each item of COMSEC equipment requiring serialized control and reporting which are active and represent all weapons controlled item code N item and COMSEC control cards for each NSN with MMC of CA item record and detail balances | | add to history file when weapon/COMSEC equipment is no longer on item record. |
| 30 | | held for history and research purposes | | destroy after 2 years. |
| 31 | | reconciliation reports, serial number listings, and comparable management products prepared from weapon and COMSEC equipment control cards | | destroy when superseded, obsolete or no longer needed. |
| 32 | base materiel/supply automated system (UNIVAC 1050-II) | stock fund inventory management report and stock fund stratification program | at bases operating under the standard base level supply system (UNIVAC 1050-II) | destroy 2 years after close of fiscal year or when no longer needed, whichever is later. |
| *33 | conversions audit list (R22) | accountable record pertaining to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS) establishment of new supply account, conversion of computer systems | at Standard Base Supply Systems activities | destroy after 1 year. |

NOTE: AFOs will advise if there are outstanding discrepancies within the specified retention period. In absence of such advice, destroy the records at the end of the retention period.

**TABLE 67-5**

**TABLE OF ALLOWANCE/AUTHORIZATION RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | table of allowance (T/A) records | records accumulated by the air logistics centers (ALCs) offices of record in establishing, changing and maintaining tables of allowance data (i.e., AF Form 601a, SERDs, correspondence, etc.) | on weapon systems (aircraft, missiles, etc.) | destroy 2 years after the system for which the T/A was established is no longer in the AF inventory or 8 years after the publication date, whichever is sooner. |
| 2 | | | on nonweapon-type systems | destroy 2 years after the T/A has been cancelled or 6 years after publication date, whichever is sooner |
| 3 | | records maintained by using activity | | destroy when superseded or obsolete or on receipt of a revision notice. |
| 4 | allowance/authorization change requests and custodian request/receipt (see note) | approved copies which are within established allowance and do not require approval under temporary authority, miscellaneous allowance source codes specified in AFR 0-10, section A, or which do not recommend changes to allowance records | | hold with supporting documentation until a new applicable custodian authorization/custodian receipt list (CA/CRL) is completed, reviewed and signed by the account custodian, then destroy. |
| 4.1 | | approved copies for requisitioning office furniture | | destroy after 1 year. |
| 5 | | approved copies which were approved under miscellaneous codes specified in AFR 0-10, section A | at other than MAJCOM equipment management office | hold with supporting records for as long as the allowance remains in effect, then destroy. |
| 5.1 | | | at MAJCOM equipment management office | destroy after 1 year. |
| 6 | | approved copies recommending changes to allowance records | | destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files. |
| 7 | | copies approved under temporary loan authority or pertain to rental of equipment | | destroy on expiration of the loan authority and turn-in of the equipment. |
| 8 | | approved copies which list medical organization requirements approved by the MAJCOM | | hold as support documentation for the increased authorization; annually, on receipt of approved copy of the consolidated listing (CL) from the MAJCOM, file the approved forms that support authorization changes and which are in the approved CL with accountable records of the past FY, and dispose of according to table 67-4. |
| 9 | | approved copies which reflect approval of items WAB Wing/Base Commander, WAB-CEMO, WABAFLC and WABUSAF | at other than MAJCOM equipment management office | destroy when equipment is no longer required or when item or equipment no longer requires WAB Wing/Base Commander, WAB-CEMO, WABAFLC and WABUSAF approval in applicable tables of allowance. |
| 10 | | | at MAJCOM equipment management office | destroy after 1 year. |
| 11 | | disapproved copies | | |
| 12 | | copies used for suspense action and as an interim record pending preparation of formal equipment authorization inventory data (EAID) | | destroy when actions are reflected in the EAID records. |

**TABLE 67–5. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13 | | copies used for other than requesting approval of changes in authorization | | destroy request for issue, turn-in and/or replacement of equipment after processing actions are complete. |
| 14 | | control registers used to assign numbers to control records during processing | | destroy after 1 year provided no irregularities exist (see table 175–2). |
| 15 | Custodian Authorization/Custodian Receipt List (CA/CRL)/approved Custodian Designation Letter | CA/CRL's, approved 601b's Custodian Designation Letters | at Allowance and Authorization offices | destroy CA/CRL's and Custodian Designation Letters when superseded or obsolete after filing AF Forms 601b with records covered by rules 4, 5, 7 or 9 of this table as applicable. |

**TABLE 67–6**

**DEPOT ACCOUNTABLE SUPPLY RECORDS (see note)**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | stock record account control records | cards, listings, directories, messages, correspondence assignment notices used to establish, identify, change and assign a specific account control number to a specific activity | | destroy 6 months after master file has been updated. |
| 2 | | correspondence and messages used for issuing termination notices | | destroy after 1 year (see table 175–2). |
| 3 | air logistics center (ALC) supply status reporting | base stock status reports | at supply depots | destroy after 3 months. |
| 4 | contractual records | provisioning historical record, spare-spare parts, AGE order and correction sheet, aircraft-engine, electronic-ARMA programming check list, missile and drones programming check list, spare parts provisioning statement of policy, design changes, design change lists, and related records | at SSM and/or EAIM for equipment under procurement, and cover the time from the award of the letter contract to the end of the definite contract | destroy on receipt of contract completion notice. |
| 5 | | | at all other supporting activities | destroy 1 year after completion of provisioning support. |
| 6 | provisioning lists | production lists, preliminary group assembly parts lists (PGAPL), provisioning parts breakdown (PPB), recoverable item breakdown (RIB), and comparable records for future procurement use on follow-on contracts | held by system/end article/recoverable item managers at ALCs | destroy 3 years after receipt of contract completion statement. |
| 7 | | | at all other supporting activities | see rule 5. |
| 8 | records of provisioning meetings | comments relative to the availability of data (such as drawings and specifications, programming data on which provisioning action was based, all matters of importance or agreements made during the meetings and concurrences or comments of recipient commands as to the adequacy of the provisioning team action) | at HQ AFLC | destroy 4 years after date of provisioning meeting or when no longer needed, whichever is later. |
| 9 | | | at SSM/EAIM ALC and other supporting activities | destroy on receipt of contract completion statement. |
| 10 | | information copies | | destroy when no longer needed. |

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or oversea supply, such as distribution, key, port stock, filler, and reserve depots, and comparable establishments in oversea commands.

**TABLE 67-8**

**INVENTORY CONTROL RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | exception, error and control ADPE listings | annotations of action taken from preinventory location survey and all types of surveys | | destroy 1 year after final action. |
| 2 | manual cards and records, notifications, and information listings | | | destroy when no longer needed. |
| 3 | research records | not used to support inventory adjustments | | destroy after 1 year. |
| 4 | special inventory requests and related records | used for inventory adjustment | | destroy after 2 years. |
| 5 | | not used for inventory adjustment | | destroy after 1 year. |
| 6 | inventory adjustment or accountable adjustment records | standard base supply systems inventory adjustment listings used to adjust item/detail records balances; processed per AFM 67-1, vol II, Part Two, chap 12 | | destroy after 2 years or when no longer needed, whichever is sooner (see note). |
| 7 | inventory count card, DOD physical inventory records, base warehouse locator/inventory count card | punch cards or warehouse location validations prepared and accomplished as part of cyclic/special inventory | | destroy when no longer needed, or after cyclic/special inventory, whichever is sooner. |
| 8 | | manual forms and cards associated with supply inventory other than standard base supply system | | destroy 1 year after count date. |

NOTE: Records on certain items, listed in AFM 67-1, are retained as required by other governing directives.

**TABLE 67-9**

**STOCK CONTROL AND DISTRIBUTION RECORDS (see note)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | source records | credit/debit records, material inspection and receiving reports, DOD single line item release/receipt records, and records bearing evidence (signature, dates, stamps, etc.) of actual movement of materiel or partial issue of denial | pertinent to accountable-type transactions and containing valid record numbers, but are not mechanically received for direct input to the computer | destroy after 2 years. |
| 2 | | key punched, written, telephoned, or teletyped requisitions, and related records | data processed and are reflected on transaction registers | destroy on completion of computer processing and machine audit. |
| 3 | transaction registers | daily transaction registers pertaining to cost category I and manager review items | generated by ADPE systems and accumulated by IMs, SSMs, and base support activities | destroy after 6 months. |
| 4 | | weekly transaction registers pertaining to cost category I, II, and III items | | |
| 5 | | monthly transaction registers | | destroy after 2 years. |
| 6 | monthly completed requisition listings | data received, date of action, transportation data, costs, and related correspondence, maintained in record number sequence; used for research and analytical studies by IMs, SSMs, and base support activities | | |
| 7 | completed debit and inventory adjustment merged listings | listings of record numbers, action, quantity, site, condition, consignor, and related records | weekly merge listings | destroy on receipt of monthly merge listings. |
| 8 | | | monthly merge listings | destroy after 2 years. |
| 9 | ADPE output printouts | operational printouts for error detection, verification, suspense action, negative balances, and other nonaccountable-type actions | daily, monthly, and quarterly listings and reports for review analysis and corrective action | destroy on assurance of computer processing. |
| 10 | | management printouts of monthly availability listings, master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data | | destroy after 1 year. |
| 11 | | AFLC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records | monthly listings | |
| 12 | | | quarterly listings | destroy after 2 years. |
| 13 | PCAM cards and listings | cards | generated by activities using the PCAM system, and cover the information in rules 9 through 12 | destroy 1 year after preparation of listings. |
| 14 | | listings and related records | | destroy after 2 years. |
| 15 | stock balance and consumption records | cost category I and II reports, general purpose summary cards, magnetic tapes, listings, SSM control system files, transmittal sheets, master control records, erroneously reported item list, asset data, requirements data history files, and comparable special reports prepared and submitted by SSMs, IMs, and base support activities of AMAs to collect worldwide AF usage (consumption) and asset (inventory) data on which future requirement programs may be based and centralized control maintained over AF centrally procured items | monthly reports at ALCs and AF reporting activities | destroy after next reporting cycle. |

TABLE 67-9. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 16 | | | quarterly reports sent to resident auditor after submission of following quarterly report | destroy retained copies when no longer needed. |
| 17 | | | IM/ALC consolidated reports | destroy requirements data history file after 1 year. |
| 18 | | | | destroy after 3 years, except see rule 17. |
| 19 | supply effectiveness reports | command request analysis, initial request actions, processing time, adjustment actions, line item requests, receiving records, pipeline time, depot summaries, item status, and other management reports, sequenced as required for review, analysis, and corrective action | at MAJCOMs | destroy after 5 years. |
| 20 | | | at other than MAJCOMs | destroy after 1 year. |
| 21 | supply support control records | cards or other records used for local control and suspense | war readiness materiel (WRM) spares and spare parts requirement card file | destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card. |
| 22 | | | floating spares requirement and justification file | destroy when depot maintenance requirements no longer exist for the item. |
| 23 | | | marine engine history file | destroy 3 months after item is dropped from base support inventory. |
| 24 | | | government-owned cylinder records | destroy 1 year after accountability for the stock numbered item has been terminated. |
| 25 | | | returnable container records | destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility. |
| 26 | Principal and Secondary item report | inventory report of principal and secondary materiel items, including stock funds | | destroy after three years, or when no longer needed, whichever is sooner. |

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or oversea supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in oversea commands.

**TABLE 67-10**

**SUPPLY CONTROL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | control and suspense files | requisitions, shipping orders, purchase requests, shipping records, status records used for information and control purposes; do not affect the accountable balance, and are not filed with the stock accounts | | destroy on completion of requisition. |
| 2 | supply reporting records | cards, listings, change notices, supply status reports, and related data for reference and informational purposes; are not subject to audit, and are not covered elsewhere | | destroy after next reporting cycle. |
| 3 | supply reference records | specifications, supply catalogs, publications card indexes, code indexes, equipment lists, and related reference aids | at installations | destroy when superseded or obsolete. |
| 4 | output products | listings, cards mechanically produced, and are not covered elsewhere | | destroy when superseded or no longer needed. |
| 5 | data services operational records | library tapes, service tapes, work tapes, program flow charts, punched cards, and writeup instructions | | destroy when superseded, obsolete or no longer needed. |

**TABLE 67-11**

**EQUIPMENT MANAGEMENT SYSTEM**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | organizational records | minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records | at MAJCOMs and major subordinate commands | destroy after 10 years (EXCEPTION: destroy analysis source material and physical inventory reports when no longer needed). |
| 2 | | | at bases | destroy after 2 years. |
| 3 | reporting organizational file (ROF) | mechanized cards, tapes and/or listings which reflect equipment reporting status of each AF organization and wartime additive mission that requires equipment support | | destroy 1 month after superseded. |
| 4 | | USAF master ROF | | destroy 1 year after superseded. |
| 5 | (RESERVED) | | | |
| 6 | (RESERVED) | | | |
| 7 | base equipment master file (BEMF) | monthly file report, which includes cards and/or tapes and listings which are edited and corrected before submission to CEMO by BEMO | at BEMO | destroy BEMO listings after 1 year. |
| 8 | | | | destroy cards after corrective actions have been annotated on the monthly listing. |
| 9 | | created under the standard base level supply system (UNIVAC 1050-II) and used for management and audit purposes | | destroy after 1 year. |
| 10 | | records described in rules 7 and 8, zero balance registers and authorization records used to clear the property account when an activity is inactivated | | destroy all property records on inactivation of an activity or when directed by the commander. |
| 11 | | authorization records used for verification that the property account has been cleared | | destroy 2 years after inactivation of activity or 2 years after the reports have been destroyed. |
| 12 | audit trail records | document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp | | destroy 1 year after completion of action. |
| 13 | MEMO files | | | see table 167-1. |
| 14 thru 17 | (RESERVED) | | | |
| 18 | register equipment management (REMS) records | vehicle authorization lists used to disseminate the specific authorization for a given unit or function | | destroy 1 year after completion of last report. |
| 19 thru 20 | (RESERVED) | | | |
| 21 | register equipment management (REMS) records | vehicle allocation and distribution records used to distribute vehicles against valid shortages and are summarized (kind and quantity) | | destroy 1 year after distribution of the vehicles. |
| 22 | | worldwide master control file | at the IM | destroy after 10 years. |
| 23 | non-REMS serialized inventory equipment records | custody receipt listings and related data used to control serialized equipment | | destroy when superseded. |
| 24 | | changes to the basic file | | destroy when action is completed. |

TABLE 67-11, CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 25 | equipment management balance register (EMBR) | listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records | | destroy 1 year after superseded. |
| 26 | (RESERVED) | | | |
| 27 | warranty or guaranty records | forms, correspondence, and related records which specify the period of time a warranty or guaranty item may receive free parts replacement and/or maintenance service | | destroy after expiration of the warranty/guaranty period. |
| 28 thru 30 | (RESERVED) | | | |
| 31 | equipment management reports | machine-punched cards, listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, vehicles authorizations lists, etc. | | destroy after 1 year or when no longer needed, whichever is sooner. |
| *32 | personal clothing and equipment record, and comparable forms | personal clothing and equipment record and comparable forms used for issue of personal clothing and equipment | at EMO/BEMO and balances are transferred to a new form | destroy when balances are transferred to a new form. |
| *33 | | | | destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO. |
| 34 | | originals | at EMO/BEMO and individual is reassigned permanent change of station | send to CBPO In & Out Processing Unit for disposition per AFR 35-44 (see table 35–1, rule 1 and 11). |
| 35 | | retained copies | | the losing EMO/BEMO destroys 6 months after the original has been forwarded (rule 34). |
| 36 | | signed copy | at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated | send to CBPO Reenlistment & Separation Unit for disposition per AFR 35-44 (see table 35–1, rule 1). |
| 37 | | originals | retained by individual equipment function after events in rule 36 | destroy 6 months after turn in of all equipment. |
| 38 | | equipment record for emergency deployment pertinent to cost category II items | | destroy when items are returned to the custodian. |
| 39 | | registers of expendable and nonexpendable, nonreturnable items | at individual equipment function | destroy 90 days after date of last entry. |
| 40 | equipment custodian file | Custodian Authorization/Custody Receipt Listing (CA/CRL) and weapons serial number listing | custodian copies | destroy superseded material upon receipt of updated listings or information. |
| 41 | | information file on office machines, temporary issue receipts, requests for purchase, and warranty/guaranty records, suspense copies of custodian requests/receipts, adjustment records; records pertaining to inventory actions, that is, government property lost of damaged (GPLD), reports of survey, etc. | | destroy when no longer needed. |
| 42 | | (RESERVED) | | |

TABLE 67-11. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 43 | | completed copies of custodian requests/receipts/ Daily document Receipt (DO4) | | destroy upon receipt of new CA/CRL. |
| 44 | | (RESERVED) | | |
| 45 | | Custodian Request Log | | destroy after 1 year. |

TABLE 67-12

MATERIEL UTILIZATION PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requirement and asset data registered in the DO67 system | summary products | at the materiel utilization control office (MUCO) | destroy after 2 years. |
| 2 | | DO67 system master record in National Stock Number sequence | | destroy after 1 year. |
| 3 | excess item data | high dollar excess items | | destroy after 6 months. |
| 4 | | excess summary products | | destroy after 2 years. |
| 5 | | excess action list | | |
| 6 | | status of excess | | |
| 7 | | excess review listings | | destroy after 1 year. |
| 8 | | excess record deletion listing | | destroy after purpose served. |
| 9 | | documentation in rules 7 and 8 | at the AF item manager's office | destroy after 6 months. |
| 10 | | interrogations | | destroy after 1 year. |
| 11 | excesses available in Defense Property Disposal activities | referrals | | destroy after 6 months. |
| 12 | | | at the MUCO | destroy after 2 years. |
| 13 | materiel utilization reports | all | | |
| 14 | excess item transaction data | DO50 system monthly summary of excess item transfers | | destroy after 1 year. |
| 15 | Reclamation Program | products from DO67 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists | at the MUCO, system manager/inventory manager office | destroy after 2 years. |
| 16 | excess contractor inventory (production contracts only) | inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property | | |
| 17 | component item screening | product from DO49/DO67 interface to facilitate component item screening | | destroy after 1 year. |
| 18 | DO49/DO67 reject listing | government furnished materiel items that failed screening criteria or no match on DO49 system | at the MUCO | |
| 19 | DO49/DO67 buy item component availability listing | component items that meet the criteria for offering as government furnished materiel | at the MUCO, system manager/inventory manager office | |
| 20 | government furnished aerospace equipment (GFAE) project folders | AFLC/AFSC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements | at the MUCO | destroy after 2 years. |
| 21 | government furnished materiel (GFM) project folders | data by end item including list of components to be supplied as GFM | | |
| 22 | GFAE reject reports | monthly report of items being rejected by contractors | | destroy after 1 year. |
| 23 | DO34 products | list of items in the MUCO account and used for inventory adjustment | | |
| 24 | government-owned special tooling/special test equipment (ST/STE) and special tooling test equipment management system (STTEMS) (CO17) | copies of contracts, amendments, and storage agreements | at the MUCO, inventory manager/system | destroy after 2 years. |

TABLE 67-12. CONTINUED

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 25 | | inventory listings | | destroy when superseded or entered into CO17. |
| 26 | | screening reviews listing | | destroy 1 year after completion of review. |
| 27 | | keypunch source records and exceptions | | destroy when validated by receipt of a transaction list. |
| 28 | | transaction lists | | destroy 3 months after date of processing. |
| 29 | | ST/STE shipping list other than disposal | | destroy when ST/STE is returned to storage site. |
| 30 | | ST/STE shipping list for disposal | | destroy when ST/STE record is deleted from system. |
| 31 | | ST/STE transaction registers | | destroy after 2 years. |
| 32 | | interrogation replies | | destroy when superseded or no longer needed, whichever is sooner. |
| 33 | | validated file establish printouts | | destroy after 2 years. |

TABLE 67-13

STRATEGIC AND CRITICAL MATERIALS RECORDS

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | seizure records | requisitions by Administrator of Export Control, requisitions by Office of Export Control, and correspondence on the seizure and shipment of materials related to requisitions issued by the government ordering seizure of certain materials as necessary to the government, and directing shipment of the material to specified destinations | | destroy after 12 years. |
| 2 | strategic and critical materials program records | voucher files (incoming tallies and manual stock record cards), shipping instructions, receiving reports, reports of materials on hand, inventory reports, and related correspondence incident to storage, security, and maintenance of strategic and critical materials on military reservations pursuant to Public Law 520, 79th Congress | | destroy 2 years after final out-shipment of materials, provided GSA is furnished a list of the records to be destroyed 90 days before destruction date so that GSA can verify the adequacy of their records. If no objection to disposal of records is indicated within the 90-day period, destroy the records. |

TABLE 67-14

SPECIAL PROGRAM/PROJECT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requisitioning | requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations | at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities | destroy after 2 years. |
| 2 | supply directive and special project records | directive memoranda, shipping tickets, item listings, backorder files (item card), case and item files, tabulated listings, cards, and related correspondence pertinent to integrated movement of AF supplies and equipment to support special programs/projects | at HQ AFLC/LM | destroy 90 days after deadline date. |
| 3 | | | at other than HQ AFLC/LM | destroy 6 months after cancellation notice has been issued by the monitoring activity. |
| 4 | logistics orders (LOs) | register of LOs numbers | at HQ 1035th Technical Operations Group | destroy 3 years after closeout. |
| 5 | | numbered LOs, listings of equipment and supplies, LO amendments, and related correspondence originated and used to direct and control shipments of organizational resources to specified locations | | |
| 5.1 | | | at squadron/detachments | destroy 1 year after closeout. |
| 6 | | monthly LOs status reports | at activities in rules 4 and 5.1 above | |

TABLE 67-15

ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | record copies of official engineering records pertaining to missile, aeronautical, nonaeronautical systems, subsystems or equipment | microfilm copies of form 2 and 3 specifications, standards, exhibits, parts lists, indexes, related information and form 1, 2, 3, dimensioned engineering drawings | at USAF engineering data repositories | destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (see note 1). |
| 2 | | copies of form 1, 2, 3 undimensioned engineering drawings on stable base material | | destroy upon inactivation of the drawing (see note 1). |
| 3 | originals of official engineering records (except category II modifications) | form 2 and 3 specifications, standards, exhibits, parts lists and form 1 dimensioned engineering drawings | at AF design activities on which approved changes are recorded | destroy 35 working days after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD (see note 1). |
| 4 | | form 1 undimensioned engineering drawings (see note 2) | | destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (see note 1). |
| 5 | information copies of engineering drawings | | at base EDSCs and in reference files | destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see note 1). |
| 6 | preliminary and experimental engineering drawings | drawings prepared by AF or contractor | | see table 80-2. |
| 7 | category II modification drawings | missile, aeronautical engineering drawings, specifications prepared by AFSC activities | | see table 57-2. |

NOTES:

1. Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (see AFR 12-50, vol I, paragraph 4-10). (EXCEPTION: AFLC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization, and is responsible for any reproduction of the data. The Air Force Museum will insure protection of any proprietary data in accordance with AFR 12-30 and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)
2. The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures.

**TABLE 67–16**

**AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | aircraft statistics | cards, listings, reports, gain and loss data, serial numbers, inventory | at HQ AFLC and other AFLC activities | destroy when no longer needed. |
| 2 | | | at HQ USAF | destroy when no longer needed or after 4 years, whichever is later. |
| 3 | | subsidiary reports | | destroy when no longer needed or after 6 months, whichever is sooner. |
| 4 | individual master aircraft/missile/drone historical cards | cards used to account for all aircraft/missiles/drones, and which reflect all changes while in the AF inventory | at HQ AFLC and HQ AFSC | retire as permanent (see note). |

**NOTE.** Offer to the National Archives in 5-year blocks when most recent document is 25 years old.

**68. Redistribution and Marketing.** These tables cover records pertaining to utilization, conservation, or other disposition of personal property and exchange or sale of property in the custody of the AF Property Disposal Officer (not applicable to records covered in 67-series tables).

**TABLE 68-1**

**SALES CONTRACT RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual sales | record copies of invitations for bid, lists of property scheduled for sale, abstracts of bids, deposit slips for payment, and related correspondence | transactions that deviate from established precedents with respect to disposal of surplus real property and related personel property | destroy 6 years after final payment. |
| 2 | | | transactions over $2,500 | destroy 6 years after final payment (see note). |
| 3 | | | transactions of $2,500 or less | destroy 3 years after final payment (see note). |
| 4 | | | transactions in oversea areas requiring security trade control actions | hold in current file area until completion of security trade control procedures, and destroy if retention periods in rules 2 or 3 have expired. |
| 5 | | information copies | | destroy 3 months after final payment or when no longer needed, whichever is sooner. |
| 6 | consolidated property sales | listing category files, original surplus property lists and discrepancies, and complete sales files (including copies of sales notices, abstracts of bids, contract summary sheets, and copies of each finance turn-in record) | | destroy when last contract resulting from the consolidated sale is eligible for destruction (see rules 2 and 3). |
| 7 | unsuccessful bids | bid forms submitted by bidders and bidder registration cards of unsuccessful bidders | related to instances where award was made to other than the high bidder or where an unsuccessful bidder has submitted a protest or complaint | destroy 6 years after date of sale. |
| 8 | | | not related to instances in rule 7 | destroy 1 year from date of removal of all property sold on relatable sale. |

NOTE: Records pertaining to outstanding exceptions, unsettled claims by or against the government, incomplete investigations, cases under litigation, or any other matter involving a specific request made by the Comptroller General of the United States are retained until clearance therefor is obtained, and then are destroyed if applicable time periods have elapsed.

**TABLE 68-2**

**EXCESS AND SURPLUS PROPERTY RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | AF surplus property account records | vouchers and supporting records, including stock record cards, property turn-in slips, and shipping documents that involve the receipt of surplus property | | destroy after 2 years |
| 2 | AF excess property records | requests for disposition of excess property and related correspondence | at activities having physical possession of the property | |
| 3 | disposition of AF surplus and excess property | records that pertain both to the redistribution and utilization of property that is excess to overall AF requirements and to disposal of surplus property; correspondence and reports related to the status of all transfers, donations or disposal, and comparable matters relative to property disposition, including such forms as excess and surplus inventory data, exchange/sale property report, and report of excess personal property | | destroy after 5 years. |
| 4 | utilization of other government agency excess property | listings of excess property not required by the AF | | destroy on expiration date. |
| 5 | | listings of excess property, requests for transfer, reports, and related correspondence, which are for property required by the AF, and reimbursement is not involved | | destroy after 2 years. |
| 6 | | listings of excess property, requests for transfer, records pertaining to transfer of funds, reports and related correspondence which are for property required by the AF, and reimbursement is involved | | destroy 3 years after reimbursement obligation is liquidated. |

**69. Storage and Warehousing.** This table covers records pertaining to receiving, processing, placing, keeping, removing and issuing materiel. It includes storage methods, terms, requirements, space, and utilization. For storage and handling of armament, see table 136–2; for fuels, propellants and chemicals, see table 144–1.

**TABLE 69–1**

**STORAGE AND WAREHOUSING RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | storage facilities and services contract | leases or rental agreements for storage facilities, and supplemental agreements thereto; storage building plans and plots; contracts for commercial storage services (such as garage, parking and storage space for administrative vehicles, commercial cold storage, storage other than railroad yards, commercial warehouse closed storage service, and railroad ground storage yards); change orders, supplemental agreements, and delivery orders for storage services, bills for services, payment vouchers, and related records | | destroy in accordance with table 70–1. |
| 2 | warehouse planning and layout | diagrams for warehouse, shed, open storage space or comparable records | | destroy when superseded or obsolete. |
| 3 | locator records | space control sheets, location sheets, location cards, bin tags, and other records which are a part of the location system for supplies and equipment, or used as a check of inventory of stock location | | |
| 4 | warehouse receiving | copies of shipping documents, car arrival reports, tallies, or other comparable records used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses | | destroy 3 months after receipt of shipment. |
| 5 | warehouse shipping | copies of records used for picking, packing and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock or packing tags) | at depot warehouses | destroy 3 months after shipment. |
| 6 | labor and equipment for warehousing activities | work assignment sheets, working reports of the operation of materials-handling equipment; daily work reports showing such information as date, shift, cars or trucks loaded or unloaded | | destroy after 6 months. |
| 7 | storage control registers | voucher assignment registers, shipping control registers, tally number registers, and comparable devices | | destroy after 3 years. |
| 8 | storage reporting | storage space and occupancy reports | at MAJCOMs | |
| 9 | | depot space and operating reports, monthly materiel-handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters | at subordinate activities | destroy after 1 year. |
| 10 | special weapons storage facilities report | site plans showing type and location of storage and maintenance facilities at AF bases for atomic, radiological and biological weapons | at bases and intermediate headquarters | destroy when superseded. |
| 11 | aircraft-installed equipment storage | inventory records of aircraft-installed equipment which the aircraft maintenance officer has determined is used infrequently | at EMOs/BEMOs | destroy on removal of item from storage. |

**70. Contracting and Acquisition.** These tables cover records relating to procurement of materiel and services from sources from outside the AF.

TABLE 70-1

PROCUREMENT ACTION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | individual procurement case files (paying office contract files are covered in table 177-18) | record sets of contracts, purchase orders, and other contractual instruments, all supporting data and information documenting the negotiation, administration, completion, and payment of individual procurement transactions (see note 1) | signed originals of small purchases and modifications thereto and construction contracts under $2,000 | destroy 3 years after final payment. |
| *2 | | | signed originals of (1) contracts and (2) modifications thereto | destroy 6 years and 3 months after final payment. |
| 2.1 | | | GAO copies of contracts | destroy 6 years and 3 months after close of contract. |
| 3 | | | utility contracts containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e.g., electric cooperatives, etc.) | destroy 15 years after close of contract. |
| 4 | | | delivery order transactions for more than $10,000 written against utility requirements contracts to provide payment for services received | destroy 6 years after payment. (Also see rule 5.) |
| 4.1 | | | delivery order transactions for $10,000 or less written against utility requirements contracts to provide payment for services received | destroy 1 year after payment. (Also see rule 5.). |
| *5 | | | records pertaining to exceptions or protest, claims for or against the United States, investigations, cases pending or in litigation, or similar matters | retain until final clearance or settlement, or until the retention periods otherwise specified for the records in rules 1 through 3 are completed, whichever is later. |
| *5.1 | | all unsuccessful offers or quotations that pertain to contracts | at or below the appropriate small purchase limitation in FAR Part 13 | retain pending disposition approval. |
| *5.2 | | contract status (progressing), expediting, and production surveillance records | | retain pending disposition approval. |
| *5.3 | | signed originals of justifications and approvals and determination and findings required by FAR Part 6, and copies of supporting documents and data | | retain pending disposition approval. |
| *5.4 | | labor compliance records, including equal employment opportunity records | | retain pending disposition approval. |
| 6 | | information copies | | destroy 3 months after final payment or when no longer needed, whichever is sooner. |
| *7 | | records or documents other than those in rules 1 through 6 above | at or below the appropriate small purchase limitation in FAR Part 13 | retain pending disposition approval. |
| *7.1 | | | above the appropriate small purchase limitation in FAR Part 13 | retain pending disposition approval. |

TABLE 70-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *7.2 | contractor general files (see note 2) | records pertaining generally to the contractor as described in FAR 4.801(c)(3) | at purchasing and contract administration offices | destroy when superseded or obsolete. |
| *7.3 | | duplicate or working copies | | destroy when no longer needed. |
| *7.4 | Solicited and unsolicited unsuccessful bids | bids and proposals above the appropriate small purchase limitation in FAR Part 13 | filed separately from contract case files | destroy on contract completion date. |
| *7.5 | | | filed with contract case files | destroy 6 years and 3 months after final payment. |
| 8 | transactions that do not obligate funds | indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements, and related records | | destroy 6 years after expiration or termination. |
| *9 | cancelled procurement actions | purchase orders and contracts which were cancelled before legally effective contracts were consummated, and related procurement records-such as notification of cancellation, various contractual forms, related correspondence, and other papers, and, if funds have been allocated, copy of the notification that the funds are to be cancelled | | destroy 5 years after cancellation. |
| 10 | subcontracts written under a fixed-price prime contract | contracts or lists of vendors submitted for approval as to source only | at the contracting offices administering the prime contract | destroy on completion of the subcontract. |
| 11 | Armed Services Board of Contract Appeal cases | notice of appeal, rule 4 records, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board, exhibits, briefs, and Board decisions | sent to the Board in support of the parties' positions with regard to an appeal taken under the disputes clause of an AF contract, together with the working papers of the trial attorney charged with responsibility of representing the AF before the Board | destroy 6 years after Board decision. |
| 12 | engineering change proposals (ECPs) | adopted AF and/or contractor-initiated ECPs or VECPs concerning repair, modernization of AF items of equipment maintained as a part of the individual procurement case file | for AF and/or Security Assistance Program use, which result in change orders, supplemental agreements, or other instruments necessary for effecting contract changes | see rules 1 and 2. |
| 13 | | | at the administrative contracting office as part of the official contract file | |
| 14 | | ECPs recommended for adoption by the AF, but not adopted | | retain pending disposition approval. |
| 15 | | ECPs withdrawn by the contractor | | |
| 16 | | rejected ECPs | | destroy 6 months after final payment under the contract. |
| 17 | source selection proceedings | records of source selection boards, and their attendant working and evaluation groups | at procuring and/or technical evaluating offices | destroy with related contract. |
| 18 | | proposals furnished by a successful contractor | at the SPO or project monitor office | destroy 6 years after final payment of any contract resulting therefrom. |
| 19 | | proposals submitted by unsuccessful competitors | | destroy with related contracts. |
| 20 | | notes and working papers of group members | | destroy after 1 year. |

TABLE 70-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 21 | small business program files | records used in congressional hearing regarding past small business actions and initiatives, statistics, and related papers | at purchasing offices, contract administration offices, and MAJCOM small business staff elements | destroy when superseded or obsolete. |
| 22 | individual vendor files | | | see table 70-2, rule 2. |

NOTES:

1. See DAR Sup. 2 for contents of contract files at the purchasing office, contract administration office, and the paying office.
2. See DAR Sup 2 for contents of contractor general files at purchasing and contract administration office.

TABLE 70-2

OVERSEA PROCUREMENT RECORDS (see note)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | procurement control files | ledgers, purchase order logs, and individual procurement record cards | at procurement offices | destroy 1 year after completion of project. |
| 2 | individual vendor files | miscellaneous material indicating supplies and services offered by each vendor | | destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the procurement activity, whichever is sooner. |

NOTE: Procurement transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

TABLE 70-3

PURCHASE REQUEST RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AF-originated PRs/MIPRs and project orders | PRs/MIPRs, project orders and related papers that result in one contract | at procuring activities and are filed either with individual contract file or as a separate series of records | destroy with related contract. |
| 2 | | PRs/MIPRs, project orders and related papers that result in more than one contract | at procuring activities | destroy with contract having longest retention period. |
| 3 | | PRs/MIPRs and project order case files | at responsible PR/MIPR and project order control offices within requiring activities | destroy 2 years after award of the contract. |
| 3.1 | | demand cards produced by ADP equipment | at procuring activities | destroy after processing through data processing installation and transaction document has been received or cancelled. |
| 3.2 | AF-originated PRs/MIPRs and projection orders | PRs prepared and procured by the same ALC | at responsible PR/MIPR control offices | destroy at the end of the quarter in which the contract/order is awarded. |
| 4 | other agency MIPRs and project orders (incoming) | MIPRs and project orders whose requirements are satisfied solely from AF stock | at PR/MIPR and project order in management activities | destroy 2 years after notification of supply action. |
| 5 | | MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or by combination of procurement and supply action | | destroy 3 months after receipt of applicable contract completion statement. |
| 6 | information copies of PRs/MIPRs and project orders | | | destroy 3 months after receipt of contract completion statement or other equal notification of contract completion, or when no longer needed, whichever is sooner. |
| 7 | cancelled PRs/MIPRs and project orders | | at responsible PR/MIPR and project orders control offices | destroy 3 months after cancellation date. |

**TABLE 70-4**

**BIDS OR PROPOSAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | invitations for bids (IFBs) | successful bids which result in award of a contract | in the individual procurement case file | see table 70-1. |
| 2 | | IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs) | with ACOs | destroy after bid opening date as shown on the IFB. |
| 3 | | IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened | | destroy 1 year after date of bid opening, unless bidder asks return of his bid. |
| 4 | unsuccessful bidders protest files | copies of IFBs abstracts, bids of successful bidders, any protester's bid contracting officers statement of facts, circumstances, conclusions, recommendations, supporting evidence submitted by the protester (such as specifications, drawings, exhibits, and examples), and related correspondence | | destroy 3 years after final decision is submitted to protester. |
| 5 | unsuccessful bids or proposals (including tie bids) | transactions after 25 Jul 74 for $10,000 or less, and transactions on or before 25 Jul 74 for $2,500 or less | | destroy after final payment under the contract, or 1 year from date of award whichever is later. |
| 6 | | transactions after 25 Jul 74 over $10,000, and transactions on or before 25 Jul 74 over $2,500 | | destroy 6 years, 3 months after final payment of each contract. |
| 7 | | records resulting from a protest or complaint | | destroy after final resolution of case. |
| 8 | | bids that have been determined by the purchasing office to have future value to the government | | destroy when no longer needed. |
| 9 | identical bid report files | copies of identical bid reports for procurement, IFBs, abstracts of bids, and supporting records | at HQ AFLC for transactions after 25 Jul 74 for $10,000 or less, and transactions on or before 25 Jul 74 for $2,500 | destroy after 3 years. |
| 10 | | | at HQ AFLC for transactions after 25 Jul 74 over $10,000, and transactions on or before 25 Jul 74 over $2,500 | destroy after 6 years. |
| 11 | | | at purchasing/sales activities | destroy with procurement transactions to which they relate. |

**TABLE 70-5**

**CONTRACT PERFORMANCE RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | construction contract performance records (see note) | contract progress reports | | destroy 6 months after final payment under the contract |
| 2 | | contractor's payrolls, with related certifications, anti-kickback affidavits, and other related records | | destroy 3 years after final payment under the contract, or after settlement of claims, or completion of investigations, whichever is later. |
| 3 | | performance checklist and bond checklist | | destroy 1 year after final payment under the contract. |
| 4 | | civil engineers construction inspection reports | | destroy 1 year after final payment under the contract, or date of final action on any guarantee work, whichever is later. |
| 5 | contract number assignment records | logs and similar records | | destroy 6 years after completion of all contracts listed thereon. |
| 6 | | contract change notification master serial number register, and similar forms | | |
| 7 | contractor performance record (CPR) and related data | CPR containing historical records of contractor performance data prepared by contract administration officer (CAO) on completed or terminated contracts of $100,000 or more | hold at CAO | destroy when no longer needed. |
| 7.1 | | | buying activity and pre-award monitor data bank copies | |
| 7.2 | | | copies other than those in rules 7 and 7.1 | |
| 7.3 | | working files accumulated as a source of information, including but not limited to performance reports, contractor's work orders, sales orders, and tooling orders | | |
| 8 | subsidiary procurement records | expediting files relating to contract status (progressing), expediting, and production surveillance | | destroy 6 months after final payment under the contract. |
| 9 | | correspondence advising contractors of priority ratings applicable to specific contracts | | destroy on completion of related contract or purchase order. |
| 10 | base procurement office records | base procurement management reports and procurement action reports | | see table 70-14. |
| 11 | | action/summary cards | | destroy 1 year after incorporating information into the monthly management report. |
| 12 | | followup cards and reporting data | | destroy when no longer needed. |
| 13 | | procurement action register | | destroy 1 year after close of the FY. |
| 14 | procuring office custom entry records | consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF | at procuring offices | destroy after 5 years (EXCEPTION: those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation). |

**TABLE 70-8. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | approval of contractor operating procedures and flight crews | | | see table 60-5, rule 15. |
| 16 | project authorization records | authorizations and related records | | destroy the same as related contract or purchase order, or when no longer needed, whichever is sooner. |
| 17 | civil air carrier records | passenger contract airlift checklist and cargo contract airlift checklist | | destroy after 1 year. |
| 18 | | contract violation notices | | destroy after 2 years. |
| 19 | | civil air certificates | used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil aircraft under AF contract or charter and retained with CAO procurement file | destroy with procurement case file. |
| 19.1 | | | at other activities | destroy one year after completion of contract. |
| 20 | procurement fraud case files | reports of irregularities in AF procurements prepared by the FBI, OSI, correspondence, and related records | at HQ USAF | retire as permanent. |
| 21 | | | at HQ AFLC, HQ AFSC, and their major subordinate commands | destroy 5 years after case is closed, or when no longer needed whichever is sooner (see table 205-3). |
| 22 | | | at MAJCOMs other than AFLC, AFSC and their subordinate echelons | destroy 1 year after case is closed. |
| 23 | designation and termination of contracting officers and representatives | request for designation or termination; statement of qualifications; and the designation or termination and acknowledgement of receipt thereof | at MAJCOM and other designating offices | destroy 3 years after termination of appointment. |
| 24 | | | at requesting activities | destroy 1 year after termination of appointment. |
| 25 | contract approval and review records | contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals, and supplemental data | at approval, monitoring, or "after the fact" review authorities | destroy after 3 years or when no longer needed, whichever is sooner. |
| 26 | Government-furnished material property | reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control activity reports, and related correspondence | | destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account. |
| *27 | US Government National Credit Card | | | see table 77-2, rules 19, 20 and 21. |
| 28 | tax exemption certificates | cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book, and tax exemption certification tabulation sheet | | destroy 1 year after issuance of the last certificate in the book. |
| 29 | | US Government Tax Exemption Identification Card | | destroy on expiration or cancellation. |

TABLE 70-5. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 30 | affidavits from retired AF military and former civilian personnel | affidavits and related records filed by persons seeking to do business with the AF within 3 years after leaving the AF. | | see table 30-1. |
| 31 | labor compliance | | | destroy 3 years after final payment under the contract. |
| 32 | property administrator systems survey case files | records described in DAR Supplement 3, part 4, related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession | property administrator's copies | retire on completion of all corrective action and replacement by a subsequent system survey report reflecting no deficiencies, and then destroy after 5 years, except that system survey summary report case file may be retained for 10 years. |
| 33 | | | official contract administration case file copies | see table 70-1. |
| 34 | service contract standardization and improvement (including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores) | records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc | at HQ USAF and USAF-designated OPRs | destroy when a revised format is issued or no longer needed, whichever is later. |
| 35 | | | at implementing offices | destroy with related contract. |

NOTE: Procurement Office copies are disposed of as part of related contract case files under table 70-1.

TABLE 70-6
BASIC AGREEMENTS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | basic agreements | agreements and changes thereto | at the purchasing office (PO) which negotiates and issues the agreements | destroy 6 years after date of termination or cancellation. |
| 2 | | | at POs that incorporate basic agreement terms and conditions in supply and service contracts, and contract administration offices that administer such contracts | destroy 6 years after agreement has been terminated, superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been closed out (see ASPS No. 2, paragraph S2-302). |
| 3 | | | not incorporated in contracts | destroy when no longer needed. |
| 4 | | | information copies | |

**TABLE 70-7**

**BAILMENT AGREEMENT RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | master bailment agreements | | at office preparing and executing the agreement | destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated. |
| 2 | | | at activities other than rule 1 | destroy when superseded or cancelled. |
| 3 | bailment agreement files | | at AF procurement activities | destroy 6 years after all property has been properly disposed of, and said agreement has been cancelled in accordance with pertinent directives. |
| 4 | | | at other than AF procurement activities | destroy when superseded or cancelled. |

**TABLE 70-8**

**RENEGOTIATION RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | performance data renegotiation | copies of performance data and background performance data records used in compiling such reports | | destroy after 4 years (EXCEPTION: records extended by mutual agreement as prescribed in 50 U.S.C. App. 1215(c) are destroyed on notification of completion of case from regional renegotiation board). |
| 2 | renegotiation status reporting | retained copies of reports and related correspondence | | destroy after 3 years. |

**TABLE 70-9**

**PROCUREMENT CLAIMS RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | 50 U.S.C. 1431–5 procurement claims case files | | | destroy 6 years after final decision on completion of claim, or on completion of contract, whichever is later, subject to approval by HQ AFLC. |
| 2 | General Accounting Office contract claim case files | retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF | at appropriate MAJCOMs | destroy 2 years after date of final adjudication and closing of claim. |
| 3 | | | at other than MAJCOMs | destroy after date of final adjudication and closing of claim. |

## TABLE 70-10

## CONTRACT TERMINATION AND SETTLEMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | plant clearance referral case | termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities, and related records | at activities accomplishing referral action | destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files (see table 70-1). |
| 2 | plant clearance board case files | minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers, and related papers | | destroy after 1 year. |
| 3 | settlement review board | minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings, and supporting material relating to settlement and termination of AF contracts | | |
| 4 | termination reporting | retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts, and reports on partial payments | at other than terminating contracting office | destroy when no longer needed. |
| 5 | contract termination authority register | | | destroy 6 years after last entry on page. |

## TABLE 70-11

## AF CONTRACTORS INSURANCE PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AF contractors insurance program | contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents | at MAJCOMs | destroy 6 years after premium accounting with the insurer has been finalized. |
| 2 | | | related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigations, or requests made by the Comptroller General of the US | destroy when clearances are obtained. |
| 3 | | | below MAJCOMs | destroy 1 year after premium accounting with the insurance company has been finalized, or when no longer needed, whichever is sooner. |

TABLE 70-12

CONTRACTOR TECHNICAL REPRESENTATIVES/TECHNICIANS RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | technical representative personnel records | informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations | at MAJCOMs | destroy after requirements imposed by contract administration have been satisfied. |
| 2 | | | below MAJCOMs | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 3 | report of contractor technicians | monthly status report of contractor technicians, and supporting records | | destroy after 4 years. |

TABLE 70-13

CONTRACTOR CAPABILITY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | procurement data source files | up-to-date information on all contractors who contact procurement centers | at procurement activities for their buyers and negotiators | destroy when superseded, rescinded, or no longer needed. |
| 2 | pricing and financial analysis and control records | overhead and independent research and development negotiation correspondence, reports, memos, and worksheets; contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected | | destroy when no longer needed. |
| 3 | financial data case files reflecting current financial capabilities of present and potential contractors | financial and operating statements of commercial companies | | destroy after 10 years. |
| 4 | | articles or certificates of incorporation | at MAJCOMs | destroy 12 years after final payment on last contract to contractor. |
| 5 | | other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; secretarial approval forms; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies; articles of incorporation and financial analyses; newspaper reports; and related papers and correspondence | | destroy after 5 years. |
| 6 | AF Contractor Experience List (AFCEL) case files | correspondence recommending changes to the list | at HQ USAF, and recommending or concurring headquarters | destroy 1 year after contractor is removed from the list. |
| 7 | joint consolidated list of debarred, ineligible and suspended contractors | | at HQ USAF, HQ AFLC/JA, and recommending activities | |

TABLE 70-14

PROCUREMENT REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | procurement action reports | procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office | | destroy after 3 years (EXCEPTION: master AF procurement history tapes at HQ AFLC are held for 5 years). |
| 2 | report of contract protection and maintenance of surplus family housing | | | destroy 2 years after origination. |

TABLE 70-15

OAR ADVANCE PAYMENT POOL AGREEMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | primary file | determination and findings, advance payment pool agreement and amendments, establishing payment voucher, and related correspondence in each category | | remove from active file on closing out of pool, and destroy after 6 additional years. |
| 2 | secondary file | transfer vouchers, deposit slips, bank statements, and miscellaneous correspondence | | destroy 6 years after end of the FY to which they pertain. |

TABLE 70-16

CUSTOMER INTEGRATED AUTOMATED PROCUREMENT SYSTEM (CIAPS)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | CIAPS records | requests for proposal/quotation, trailers, and abstracts | at procurement activities in the CIAPS mode | see table 70-1, rule 1. |
| 2 | | procurement summary control registers and open unprice purchase order listings | | destroy after 30 days. |
| 3 | | base procurement management reports and monthly procurement summaries by purchasing offices | | destroy after 3 years. |
| 4 | | vendor (no-reply) notices, holdover demand listings, error listings-base procurement, procurement notices, followup requests, purged vendors (monthly contract), contract expiration notices, invalid records purged, and deleted vendor (open market) mass delete | | destroy after 90 days. |
| 5 | | walkthrough/special project status listings, and critical purchase requests | | destroy after 60 days. |
| 6 | | purged purchase requisition records and purged items | | destroy after 6 months. |
| 7 | | transaction logs-base procurement, vendor performance, blanket delivery order/purchase agreement call registers, contract, delivery order, imprest fund and purchase order registers, decentralized actions, buyer performance reports, workload branch/section, modification actions, awards by vendor location and type, and monthly statistical data | | destroy after 1 year. |
| 8 | | item listings-stock number change, stock number change lists, master ship-to address registers, deleted vendors (open market), deleted items, open PR lists, item listings (procurement and customer ID), nondeleted vendors, master source/vendor lists, and address labels | | destroy when obsolete. |
| 9 | | procurement reconciliation action listings, customer notices, and status transactions | | destroy after 120 days. |
| 10 | | bidder mailing list applications | | destroy when no longer needed. |
| 11 | | vendor activity summaries | | destroy after 1 year or when obsolete, whichever is sooner. |

**71. Packaging and Materials Handling.** This table covers records pertaining to management control and methods of preserving, packaging, marking and handling of supplies and materiel, materials-handling devices, equipment, and systems.

TABLE 71-1

PACKAGING AND MATERIALS HANDLING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | technical and procurement data records | item identification and container markings and specification coordinating policy records—such as regulations, standards, and manuals—and related correspondence | | destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner. |
| 2 | packaging evaluation projects | correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists and related supporting data | | destroy after 8 years or when no longer needed, whichever is sooner. |
| 3 | mechanized materials handling system records | correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis and related supporting data | | |

**72. Federal Supply Cataloging.** This table covers records pertaining to identification, classification, cataloging and coding of supply items used throughout the Department of Defense.

TABLE 72-1

CATALOGING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cataloging data | Federal Supply Catalog item identification cards/AF Stock Number File, alphanumeric file, and Federal Supply Catalog/National Stock Number file | | destroy when superseded or obsolete. |
| 2 | | detail card part number file, detail card National Item Identification Number (NIIN) file, trailer card NIIN file, and trailer card National Stock Number file | | |
| 3 | | similar or related records | | |
| 4 | cataloging control | IBM listings | | destroy after 1 year. |
| 5 | | card files | | |
| 6 | | copy of status equipment records | | |
| 7 | | government acceptance record of contractor-prepared item identification | | |
| 8 | | similar or related records | | |
| 9 | item descriptions of electric or electronic equipment | AF item identification and nomenclature cards prepared by JCENS in Washington, DC | | destroy when information is incorporated into Federal Supply Catalog items identification card. |
| 10 | | similar or related records | | destroy when item is obsolete. |
| 11 | listings in card or book form | all items used by the Federal Government which contain item identification; National Stock Number and description data; logistics item data card; Federal Supply Catalogs, guides, and codes; and similar or related records | | destroy when superseded or obsolete. |
| 12 | source material | Federal Supply Catalog items identification card, facsimile cards, and other cards | | |
| 13 | | visible file indexes | | |
| 14 | | similar or related records used in the AF stock list and supply catalog system which reflect and make available in book form Federal Supply Catalog System items used by the AF | | |
| 15 | | stock list control data | | destroy on completion of punch card operation and subsequent verification. |
| 16 | | cataloging manuscript | | destroy on completion of necessary file panels. |
| 17 | project files | letters of transmittals, minutes of conferences, correspondence pertaining to the Federal Supply Catalog program, and other related records | | retire as permanent. |
| 18 | | request for AF stock list data or comparable forms | | destroy 6 months after all actions have been completed. |
| 19 | cataloging reports | | at requesting activity | destroy after 1 year. |
| 20 | | | at preparing and/or intermediate activities | destroy 6 months after supersession. |

**73. Standardization.** This table covers standardization of practices processes, materiels, items, equipment, parts, assemblies, and subassemblies to achieve the greatest practicable uniformity in items of supply and engineering practices.

**TABLE 73-1**

**STANDARDIZATION RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | standardization records | AFLC and AFSC standardization forms used in assigning status to AF equipment | applicable only to the AF | destroy 3 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is later. |
| 2 | | | of concern to DOD or other military departments | destroy 3 years after related materials and equipment have become obsolete to all military departments, or when records have been superseded, cancelled, or rescinded, whichever is later. |
| 3 | interchangeability records | cards and similar or related records used in determining item and equipmment interchangeability and substitution | | destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner. |
| 4 | international standardization | Military Agency for Standardization–NATO, including USAF–RAF–RCAF working records, arranged by projects | project files | retire as permanent. |
| 5 | | records of air standardization coordinating committee special working groups, groups of experts, and subgroups at MAJCOMs, arranged by project number | | |
| 6 | | Air Standardization Coordinating Committee (ASCC) and NATO MAS test project agreements (TPA/CTPA), correspondence, and unit property records (jacket files) | with USAF ASCC and NATO MAS equipment representatives | destroy 1 year after closeout provided audit requirements have been satisfied (see table 175–2). |
| 6.1 | | | all other copies | destroy 1 year after closeout or when monitoring is complete, whichever is sooner. |
| 7 | | ASCC annual reports used for reference, review, and evaluation by member air forces | record copies at HQ USAF | retire after 5 years as permanent. |
| 8 | | | | destroy when no longer needed. |

**74. Quality and Reliability Assurance.** These tables cover records pertaining to quality assurance policies, procedures, and techniques applicable during the acquisition of products and services. These records include records of quality characteristics, sampling procedures, and other methods of recording the quality of products and services, quality and inspection systems, and processes. It includes records of the prevention and prompt detection of defects in acquisition procedures which may adversely affect the quality of products and services, and the methods of analyzing deficiency trends.

TABLE 74-1

ACQUISITION QUALITY ASSURANCE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | prime contracts and related data | copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting, and recording the results of product inspection, auditing of both AF and contractor quality assurance systems and procedures, and effecting clearances of deficiencies revealed | | destroy 1 year after final shipment on the contract. |
| 2 | subcontracts and related data | | | destroy 6 months after final shipment on the subcontract. |
| 3 | surveillance records | production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms and related papers | | destroy 1 year after action has been completed, or 1 year after inactivation of activity, whichever is sooner. |
| 4 | survey records | special survey records, staff summary reports, and related papers | | destroy 18 months after action has been completed, or 1 year after inactivation of facility or operations, whichever is sooner. |
| 5 | inspection records | contractor's written agreement and AF approval of single standard quality assurance system materials, and process certifications, and approvals of personnel and/or equipment comparable certifications or approvals, and related papers | | destroy 6 months after cancellation of the certification and/or approval, or inactivation of facility, whichever is sooner. |
| 6 | | inspection log sheets, material review board decisions, material inspection and receiving reports, inspector's copy of contractor's shipping record, invoice or packing sheet bearing approval stamp of AF inspector, AF flight test check lists, reports of discrepancies during acceptance inspection and flight test of aircraft, contractor's test reports, comparable forms, and related papers | | destroy 1 year after action has been completed, or 1 year after inactivation of facility or operation, whichever is sooner. |
| 7 | unsatisfactory, damaged, or defective material | report of damaged or improper shipment, comparable forms reports and related papers | | see table 66-1. |
| 8 | other than AF contracts | | | destroy 1 year after final shipment on the related contract. |
| 9 | foreign military sales (FMS) and NATO inspection case files | statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests, and related documents | | destroy 3 years after US Government inspection is performed or case is closed. |
| 10 | material inspection exchange agreements | copies of formal exchange agreements between the AF and other Government agencies in connection with the interchange of materials inspection service, applicable directives, correspondence filed therewith concerning transfer of inspection cognizance, inspection exchange agreement lists, reports of conferences, and related records | | destroy 1 year after related exchange agreement is superseded or rescinded. |
| 11 | photographic material inspection | radiographs, micrographs, and other film and prints acquired in the process of inspecting material before acceptance by the AF | | destroy 6 months after final payment on related contract (see note). |

TABLE 74-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *12 | quality deficiency reporting | Category I and II quality deficiency reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, periodic depot maintenance (PDM), overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors | | destroy 1 year after completion of corrective action. |
| *13 | | | maintained for reporting deficiencies and the development of trends on the contractors performance and materiel as relates to work conducted at other than the depot maintenance facility | destroy 3 years after submission of the deficiencies for corrective action. |
| 14 | USAF subsistence standardization files | subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and related correspondence | | destroy when no longer needed. |

NOTE: When photographic material inspection records relate to an unsettled claim, they are not destroyed until settlement of claim.

TABLE 74-2

SUPPLY QUALITY CONTROL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | supply surveillance, inspection and analysis | destination acceptance inspection record and comparable records | | destroy after 1 year. |
| 2 | | receiving inspection data summary, and comparable records | | destroy after 3 months (EXCEPTION: when action is pending, destroy on completion of action). |
| 3 | | charts, graphs, trends, special and summary reports, and comparable records | | destroy after 4 years. |
| 4 | data establishing control requirements relative to acceptance at destination | copies of prime contracts, PRs/MIPRs, data sheets, contract changes, amendments, and other applicable data | | destroy 6 months after receipt of final shipment on the contract. |
| 5 | inspection instructions, standards and procedures | copies of stock lists, addenda, technical orders, manufacturers parts lists, specifications, drawings, and other records establishing identification, marking, and packaging requirements, reinspection dates, physical characteristics etc., | | destroy when superseded or obsolete. |
| 6 | materiel review board | board decisions, record of all board actions, followup control procedures used in remedying causes of discrepancies, etc., | at materiel review boards relative to problems arising in destination acceptance, discrepancies in packing, marking and minor identification errors and more technical types of discrepancies involving questions of substitutions and variations from purchase orders, specifications, drawings, requirements etc., | destroy 2 years after action has been completed, or 1 year after inactivation of the facility or operation, whichever is sooner. |

TABLE 74-3

QUALITY ASSURANCE

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | quality assurance (QA) stamp records | records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgements of receipt | | destroy 1 year after return of related stamps to parent QA office. |
| 2 | | records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in | | destroy 1 year after final turn-in of stamp by individual. |
| 3 | | semiannual certification of accountability | | destroy when superseded or obsolete. |
| 4 | | perpetual inventory of stamps, including type, stamp number date of issue, and unit or individual's name | | |
| 5 | | unissued stamps | at MAJCOMs | destroy when unserviceable or no longer needed. |
| 6 | | | below MAJCOMs | send to parent QA office when unserviceable or no longer needed, as applicable. |

75. **Transportation and Traffic Management.** These tables cover records relating to the movement of AF passengers, cargo, mail and personal property (household goods, baggage, and privately owned vehicles) via rail, highway and ship transport; passports, customs clearance; storage-in-transit and watercraft.

**TABLE 75-1**

**MILITARY STANDARD TRANSPORTATION MOVEMENT PROCEDURES (MILSTAMP) (EXCEPT LOGAIR AND MAC RECORDS)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | transportation control and movement records | inbound and outbound hard copies and punch cards | | destroy on completion of required listings. |
| 2 | cargo manifests revenue and nonrevenue | | | destroy 3 years after date shipped/received. |
| 3 | (RESERVED) | | | |
| 4 | special handling data | | | destroy 60 days after date shipped/received. |
| 5 | traffic transfer receipts | | | destroy after 2 years. |
| 6 | (RESERVED) | | | |
| 7 | manifest header data | | | destroy when PCAM manifest header card is punched. |
| 8 | transportation traffic control number registers | | | destroy after 60 days. |
| 9 | shipment planning worksheet | | | destroy after 1 year. |

TABLE 75-2

CUSTOMS AND ENTRY REQUIREMENTS RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | personal property inspection and clearance | records used for inspection, processing and customs clearance of personal property (including accompanied or unaccompanied baggage), such as certificates of retention for captured material, trophies, certificates of ownership or right to possess items of Allied nation's materiel, certificates of retention and customs declarations, receipts for articles withdrawn by inspecting officers for accompanied baggage, blanket declarations and summary sheets prepared by transport commanders, statements of authority to retain captured materiel, trophies, and related records | | destroy after 2 years. |
| 2 | (RESERVED) | | | |
| 3 | customs clearance | records used in clearing cargo of US Armed Forces | at aerial port squadrons and AF transportation offices | destroy after 3 years (EXCEPTION: criminal action, military discipline, or investigations records are destroyed after completion of such action, but not before 3 years). |
| 4 | (RESERVED) | | | |
| 5 | Turkish "Beyanname" customs | individual folders maintained for military and civilian personnel used to record all household goods, personal effects and automobiles brought into or acquired in Turkey | | hold in Turkey indefinitely. |
| 6 | ammunition certificates | certificates used as a device to prevent the entry of live ammunition into the US by individuals either on their person or in their baggage | | destroy after final inspection of baggage at port of embarkation in the US, provided there is no disciplinary action pending as a result of final inspection. |
| 7 | procuring office custom entry records | | | see table 70-5. |
| 8 | declaration certificate | custom declaration covering individual's personal property | held by customs control officers, SEA | destroy after 1 year. |
| 9 | Greek customs | individual folders maintained for military and civilian personnel used to record household goods, personal effects and autos brought into or acquired in Greece | | destroy 2 years after individual clears customs and no discrepancies exist. |

**TABLE 75-3**

**PERSONNEL MOVEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | troop movement | records concerning routing, departure, arrival, organizations, equipment requirements, car numbers, troop movement commanders reports, and similar information | | destroy after 3 years. |
| 2 | movement orders | movement orders for troops moving through an aerial or water port of embarkation | at port of embarkation | destroy after 2 years. |
| 3 | transportation requests and meal tickets, MAC transportation authorizations (MTA) (also see table 75-3.1) | transportation requests, MTA, and meal tickets, including cancelled copies, records relating to issue thereof, transportation certificates for passenger travel, and related correspondence | | destroy 3 years after completion of project or requested travel. (See rule 16) |
| 4 | | reports of issued transportation requests, and related records | | destroy after 2 years, or on inactivation, whichever is sooner. |
| 5 | traffic coordination | applications and requests for reservations and accommodations, card indexes, correspondence, reports, and related records which do not involve the issuance of procurement records, i.e., TR, MTA, and requests for air carrier service | | |
| 6 | dependent travel (See table 75-3.1) | applications for transportation of dependents, travel orders, certificate of dependency, and related records | | destroy 1 year after final action (see rule 16). |
| 7 thru 12 | (RESERVED) | | | |
| 13 | use of special conveyance for passenger travel | | | destroy after 2 years. |
| 14 | (RESERVED) | | | |
| 15 | area clearance for oversea theaters | correspondence between AF activities requesting and granting authorizations for official visits to oversea theatres | | see table 10-3, rule 1. |
| 16 | time extensions of travel and transportation entitlements | reports of casualty, retirement orders, and related records, correspondence, and certificates | | destroy after 10 years. |

TABLE 75-3.1

PERSONAL PROPERTY MOVEMENT AND STORAGE

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | personal property shipment records | alphabetically arranged case files on the shipment and temporary storage of household goods, mobile homes, and unaccompanied baggage (see notes 2 and 3) | records on domestic shipments | destroy after 3 years. |
| 2 | | | records on international shipments | destroy after 6 years. |
| 3 | Do It Yourself (DITY) moving program (public file) | copy four of DD Form 2278, Do it Yourself Counseling Checklist | at TMOs | destroy after 1 year. |
| 4 | quality control/tonnage distribution records | carrier performance files, facility inspection reports, except initial inspection reports, and quality control reports from members and destination traffic management offices | | destroy after 2 years or when no longer needed, whichever is later. |
| 4.1 | | Carrier Evaluation and Reporting System (CERS) documents other than tonnage distribution rosters | | destroy 1 year after new listings are received, or when no longer needed, whichever is later. |
| 4.2 | | tonnage distribution rosters | held by traffic management offices | destroy 6 years after closeout. |
| 5 | letters of intent of approved carriers | letters of intent filed with transportation officer by carriers desiring to participate in DOD traffic | | return to carrier. |
| 6 | shipment of privately owned vehicles (POV) | POV shipping records, affidavits, certificates, and powers of attorney or informal letters of authority | | destroy 3 years after date of shipment. |
| 7 | household goods nontemporary storage accounts system (NOTEMPS) | alphabetical case files consisting of storage records (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent records) | | destroy 3 years after files become inactive (see table 75-3, rule 16). |
| 8 | | transaction edit lists | | destroy after 6 months. |
| 9 | | invalid card identification transaction type listings | | destroy on correction and resubmission of corrected transactions. |
| 10 | | master rate file (basic agreement rate spread list, cost comparison list, and related papers) | | destroy 3 years after the files become inactive. |
| 11 | | master record list and expiration date list | | destroy after 3 years. |
| 11.1 | | alpha contractor list, service order list, accounting classification summary list, and quarterly conversion to member's expense list | | destroy after 6 months or when no longer needed. |
| 12 | | "as required" transaction punch cards | | destroy 3 months after the end of the quarter accumulated. |
| 13 | | rate transaction punch cards | | retain latest GT (gov't rate) and latest RN and RT (revision) cards in active file; destroy superseded cards after 3 months (see AFR 75-17). |
| 14 | | consolidated monthly and quarterly invoices/annual service order renewal listings | | destroy after 3 years (see table 75-3, rule 16). |
| 15 | | contractor facility files records of all transactions with contractors having basic agreements with DOD | | destroy 1 year after all storage accounts paid by the government have been removed from the contractor's facility. |
| 16 | | RCS: MTMC-20 report and quarterly management information list | | destroy after 1 year. |

NOTES:

1. Dispose of original payment records relating to personal property (household goods) under table 177-5.
2. Maintain case files with records on both international and domestic shipments under rule 2.
3. Hold case files involved in excess cost rebuttals until completion of action, or until the normal retention period expires, whichever is later.

TABLE 75-4

MATERIEL MOVEMENT RECORDS (see note)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | signature and tally record, report of shipment (REPSHIP) messages and tracer actions on classified or sensitive material | records constituting a system for receipt and tally and for control of classified and sensitive items in the transportation system | held by both origin and destination transportation officers | destroy 2 years after shipment is receipted for at destination. |
| 2 | Government Bills of Lading (GB/Ls) | property shipped and property received GB/Ls, freight bills, shipping records, express receipts signature and tally records waybills, dray tickets, holding orders, switching orders, demurrage reports, transit reshipping certificates, records of transit, freight bills and tonnage credits, report of survey (discrepancies incident to shipment of materials) DOD single line items release receipt records, and related papers. | for outbound and inbound shipments not covered by rules 3 and 4 | destroy after 3 years. |
| 3 | | | for outbound shipments of salvaged or rejected materiel to consignees who assume freight charges for shipment | destroy after 1 year. |
| 4 | | | for inbound shipments where freight charges are prepaid by shipper | destroy after 2 years. (See rule 16 for shipments that have been recorded for transit storage.) |
| *5 | (RESERVED) | | | |
| 6 | ocean terminal and inland linehaul cargo reports | breakbulk and/or container port handling and linehaul costs | issued by oversea MAJCOMs | destroy after 1 year. |
| 7 | GB/L registers | journals containing data on each bill issued or accomplished; to whom or by whom issued; date of issue or accomplishment; consignee; consignor | for other than household goods GB/Ls | destroy 3 years after last entry. |
| 8 | | | for household goods GB/Ls | destroy after 6 years. |
| 9 | applications for GB/Ls | applications for GB/Ls to be furnished to contractors | | destroy after 1 year. |
| 10 | (RESERVED) | | | |
| 11 | car handling | transportation officers books that record every car handled, and include information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills | | destroy after 3 years. |
| 12 | car control and processing | records reflecting cars en route, received, placed, loaded, unloaded and dispatched, and similar car control reports | | destroy after 6 months. |
| 13 | weekly carload routing | forms prepared by transportation officers authorized to route domestic carload or truckload shipments of freight | | destroy after 1 year. |
| 14 | government freight warrants or waybills | government freight warrants, waybills, or cargo manifests covering movement of Government supplies or materiel by Government transportation facilities | | destroy after 3 years. |
| 15 | (RESERVED) | | | |
| 16 | storage-in-transit | inbound GB/Ls, transit reshipping certificates, record of transit freight bills, and tonnage credits | | destroy 3 years after final movement. |
| 17 | routing orders | requests for routing, route orders, confirmation on route orders, unit permit authorizations, and related correspondence | | destroy after 5 years (EXCEPTION: destroy nonrepetitive (one-time) route orders with related bill of lading per rule 2). |

TABLE 75-4. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 18 | interchange agreements | agreements between AF installations and rail carriers on use of Government-owned trackage by common carriers and operation of Government-owned equipment over commercial railroad trackage, including related correspondence | at procurement offices | destroy on cancellation or supersession of the agreement, or when the AF is relieved of accountability of the installation, whichever is sooner. |
| 19 | highway bridge toll ticket controls | requests for purchases, orders for supplies or services, letters of request, and transportation orders | | destroy after 2 years, subject to table 175-2. |
| 20 | public file of GB/Ls | public file, in printout form, of GB/Ls | at transportation offices | destroy after 1 year. |
| 21 | transportation unit control records | records constituting a system for controlling the identification of separate shipments | | |
| 22 | appointment of transportation officers and agents | copies of appointment orders, requests for appointment, qualifications of potential appointees, termination of orders of appointment or revocation | at MAJCOMs and major subordinate commands | destroy 3 years after termination and/or revocation of appointment. |
| 23 | | | at requesting activities | destroy 1 year after termination and/or revocation of appointment. |
| 24 | Department of Transportation Special Permits | new or modified special permits, waiver of Federal, state, municipal or other authorities regulations for the transportation of explosives or other dangerous materials by commercial carriers, and related papers | at all cargo transportation activities | destroy when no longer needed, or after 1 year, whichever is sooner. |

NOTE: See table 75-3.1 for personal property movement records.

TABLE 75-5
WATER MOVEMENT RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | vessels | forms used by port air officers to record shipping data on material shipped by surface transportation | | destroy after 6 months. |
| 2 | ocean passenger traffic | passenger invoice recapitulation, shipper destination summary sheet, berthing plan, port identification and recapitulation sheet, passenger list recapitulation, certificate of health and related records | information copies held by airport officer | destroy after 2 years. |
| 3 | | manifest covering passengers loading or unloading at a port | | |
| 4 | ocean cargo manifests | manifests, shipping records, hatch tallies, disposition sheets, security cargo receipts, cargo discharge reports, delivery tallies, discrepancy reports, and related documents | at ports of embarkation and activities that control and are directly responsible for ocean shipping | destroy after 10 years (EXCEPTION: those involved in claims litigation, or investigations are destroyed after completion of such action, but not before 10 years). |
| 5 | | | at MAJCOMs and are used for advance planning, diversion, or control purposes | destroy after 1 year. |
| 6 | harbor craft | boat dispatch sheets not covered in rule 7 | | destroy after 3 months. |
| 7 | | records pertaining to harbor craft involved in acts of misuse or abuse resulting in disciplinary action, or that pertain to craft involved in accidents or other unusual situations | | destroy with the case file of which they become a part. |
| 8 | marine masters operation and maintenance log | marine master record logs, or logs for boats dropped from accountability | | destroy after 5 years. |

TABLE 75-6

HIGHWAY TRAFFIC CONTROL AND SUPERVISION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | permissible motor vehicle operating distance | correspondence, memoranda, maps, overlays, and related records | | destroy on inactivation of an activity. |
| 2 | motor vehicle movement over public highways | administrative records, such as special road laws relating to State Highway Commission, DOD Directory listing military and state officials authorized to request and issue permits for oversize, overweight, or other special military movement on public highway, comparable records, and related correspondence | | destroy when superseded, obsolete, or no longer needed. |
| 3 | | request for waiver, applications for and permits to move military vehicles over state highways, permits, and related correspondence | at issuing activities and are not related to claims against the AF involving transportation of vehicles | destroy after 5 years. |
| 4 | | | at issuing activities and are related to claims against the AF involving transportation of vehicles | they become a part of and are disposed of with the related claim file. |
| 5 | | | at other than issuing activities | destroy when no longer needed, on final adjudication of claim, if applicable; or on inactivation of the activity, whichever is sooner. |
| 6 | traffic reports | reports which reflect the volume of vehicular traffic entering or departing an installation or access road | | See table 125-1. |

TABLE 75-7

MILITARY OVERSEA AND DOMESTIC TRANSPORTATION REQUIREMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cargo channel traffic airlift requirements | forms and related records | at HQ AFLC and HQ MAC | destroy after 2 years. |
| 2 | special airlift requirements via MAC | | | |
| 3 | passenger channel traffic airlift requirements | | | |
| 4 | sealift cargo requirements | | at HQ AFLC | |
| 5 | MSTS utilization reports | | | |
| 6 | records in rules 1 through 5 | | at other than HQ AFLC and HQ MAC | destroy 6 months after month of movement. |

TABLE 75-8

TRAFFIC MANAGEMENT DATA

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | statistical data on the movement of passengers, personal property and cargo | reports and related records | at MAJCOMs and below, except MAJCOM consolidated reports | destroy after 1 year. |
| 2 | | | MAJCOM consolidated reports | destroy after 6 years. |
| 3 | transportability, transportation or packaging data in support of systems, subsystems or special project development, acquisition and/or test | inputs to IFBsRFPs, work statements, systems specifications; drawings, statements of requirements; statistical characteristics; analyses; contractor's responses to transportability data calls; containerization project in support of specialized needs; transportability, packaging and/or transportation studies and analyses; inputs to program/project records; reports and supporting data thereto | at the traffic management activity supporting systems program offices, equipment and subsystems management/acquisition activities, project offices, procurement offices, laboratories and related functions engaged in the development, acquisition, test and deployment of systems, subsystems, and equipment | destroy upon completion of project, or when no longer needed, whichever is sooner. |

**76. Military Airlift.** These tables prescribe disposition instructions for records relating to the transportation of cargo, passengers, mail, and personal property via MAC airlift (both MAC military and commercial augmentation), LOGAIR, and other non-MAC military aircraft.

**TABLE 76-1**

**AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | MAC transportation authorizations, travel orders and transportation control and movement records for passengers, cargo and mail | | for airlift service industrial fund (ASIF) traffic at originating stations | destroy after 2 years. |
| 2 | | | for revenue traffic other than rule 1 and nonairlift service industrial fund (non-ASIF) traffic at originating stations | destroy after 6 months. |
| 3 | cash collection vouchers | | | destroy after 2 years. |
| 4 | traffic transfer receipts | | | destroy after 1 year. |
| 5 | cargo/passenger manifests representing billable revenue for transportation, aeromedical evacuation, and special airlift assignment airlift missions (SAAM), mail or rush baggage manifests, release from claim for property damage or personal injury and not for personal gain statements | | for airlift service industrial fund (ASIF) traffic at originating and terminating stations | destroy after 1 year (EXCEPTION: in event of accident, destroy after 5 years.) (See rule 19 for patient manifests). |
| 6 | | | for revenue traffic other than rule 5 and nonairlift service industrial fund (non-ASIF) traffic at originating and terminating stations | destroy after 6 months. |
| 6.1 | cargo/passenger manifests other than those covered by rules 5 and 6 | | | destroy after 1 month (EXCEPTION: in event of accident, destroy after 5 years). |
| 7 | baggage irregularity files | inventories, tracer actions, related correspondence | | destroy after 1 year. |
| 8 | reports of transportation discrepancies relating to passengers, cargo and mail | reports pertaining to traffic irregularities, frustrated cargo, packaging and handling deficiencies, over/short/astray or lost cargo and mail correspondence | | |
| 9 | revenue traffic sales report | copy 2 | | destroy after 3 months. |
| 10 | revenue ticket, refund certificate | copy 3 | | |
| 11 | air transportation agreement | release from claims for property damage or personal injury resulting from travel by military controlled aircraft | | see rule 5 and 6. |
| 12 | flight certificate | certifications that travel by military aircraft is not for personal gain or for any type of remuneration | | |
| 13 | application for air travel | passenger booking cards | | destroy after 1 month. |
| 14 | baggage identification tag | lower portion | | destroy when no longer needed. |
| 15 | rush baggage tag | | | |
| 16 | special handling/data certification | | | see rules 5 and 6. |

TABLE 76-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 17 | port management level listing | inventories/tabulations pertaining to passengers, cargo or mail awaiting shipment | | destroy after 1 month. |
| 18 | fleet service arrival/departure worksheet | fleet service checklists, aircraft interior cleaning checklists and related records | | destroy after 3 months. |
| 19 | aircraft ground handling worksheets | inbound/outbound advisory messages, load planning worksheets, passenger, cargo and mail (other than originating or terminating) manifests, originating, terminating patient manifests, human remains messages and other related documents pertaining to specific mission | | |
| 20 | manifest control number registers | | | see rules 5 and 6. |
| 21 | confirmation of passenger reservations or air overseas travel | | at base transportation offices | destroy after 3 months, or when no longer needed, whichever is sooner. |
| 22 | cargo and passenger scheduling | air cargo and troop backlogs | | destroy after 6 months. |
| 23 | equipment status reports | on hand/assigned vehicles materials handling equipment (MHE) and associated aerial port equipment | | destroy after 1 year. |
| 24 | unit capability measurement system (UCMS) reports | correspondence, messages and related records | | |
| 25 | air traffic handling records | biological/re-icing/refrigeration logs, terminating cargo/mail, manifest control logs, security cage logs and inventory, originating/terminating MACMICAP/VVIP control logs, and aerial port movement logs | a record of daily actions at air terminals | destroy after 3 months. |
| 26 | | greensheet requests a record of daily actions expediting movement of specifically and urgently needed shipments within the MAC airlift system | | see rules 5 and 6. |

TABLE 76-2

SPECIAL ASSIGNMENT MISSION (SAM)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | airlift flight itinerary logs | special assignment revenue missions | | destroy after 1 year. |
| 2 | aircraft flight reports | | | |
| 3 | maintenance and related records | | | |
| 4 | shippers records requesting SAM | | created by MAC or provided MAC for reimbursement to Airlift Service Industrial Fund, and which act as supporting records for airlift services rendered | destroy 2 years after payment. |
| 5 | HQ USAF record authorizing SAM | | | |
| 6 | MAC operational directive (MOD), or airlift flight itinerary log | | | |

TABLE 76-3

LOGAIR AIRLIFT

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | travel orders, travel authorizations | | at HQ AFLC, LOGAIR terminals, LOGAIR customer stations, and contractor storage sites in processing LOGAIR special missions and pilot pickups, chartered airlift, etc., | destroy after 6 months. |
| 2 | traffic summaries | | | destroy after 3 years. |
| 3 | traffic transfer receipt | | | destroy after 1 year. |
| 4 | cargo/mail detail card | | at AFLC and MAC bases as originating, intransit, and terminating files, and at other nonmechanized air terminals as terminating intransit files | destroy after 6 months. |
| 5 | shipping records, shipping tickets | general purpose punch cards used in lieu of a shipping record | | destroy after 6 months (EXCEPTION: when held by mechanized activities using cargo/mail detail cards serving same purpose, destroy when no longer needed). |
| 6 | aircraft in an accident, missing status or damaged by ground handling | reports and records | | destroy after 2 years. |
| 7 | over, short, and damaged and/or pilfered registers | | | destroy after 1 year. |
| 8 | certificates of lost shipment | | | |
| 9 | report of over/short shipments | | | |
| 10 | air cargo manifest | listings and reports | | |
| 11 | | header cards | | destroy after 90 days. |
| 12 | | master routing cards | | destroy when no longer needed. |
| *13 | (RESERVED) | | | |
| *14 | (RESERVED) | | | |
| 15 | manifest number registers | | | destroy when no longer needed. |
| 16 | flight data record | | | destroy after 6 months. |
| 17 | discrepancy report tracers | | | |
| 18 | control logs | | | |
| 19 | supervisors reports | | | |
| 20 | departure, arrival, and other operational messages and reports | | | |
| 21 | reports of damaged or improper shipments | | | destroy after 90 days. |
| 22 | (RESERVED) | | | |
| 23 | (RESERVED) | | | |
| 24 | (RESERVED) | | | |
| 25 | pilfered reports | reports and related records | | |
| *26 | (RESERVED) | | | |
| 27 | baggage identification tags | lower portion | | destroy when purpose has been served. |
| 28 | transporting explosives or other dangerous articles by aircraft | special handling data/certificates, and instructions for commanders of military or civilian aircraft | | |

**TABLE 76-3. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 29 | air cargo routing lists | report and background material | | destroy after 2 years. |
| 30 | backlog listings | | | |
| 31 | LOGAIR statistical report | | | |
| 32 | personnel property statistical report | | | |

READEX FICHE

**77. Motor Vehicles.** These tables cover records relating to administration, operation, and management of motor vehicles and motor vehicle operations sections, and selection, training and licensing of motor vehicle operators.

TABLE 77-1

VEHICLE AND EQUIPMENT MAINTENANCE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | vehicle and equipment jackets | the historical portion | prescribed by AFM 77-310, vol II and TO 00-20B-5 | retain as current for the life of the item (see note 1); transfer to gaining activity on permanent reassignment or disposal (see note 2). |
| 2 | | the temporary portion | | destroy after 3 months or on expiration of the warranty period, whichever is later (see note 3). |
| 3 | | vehicle historical records maintained as a central file | | transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner. |
| 4 | minor maintenance work orders | records on minor or mobile maintenance and capturing labor hours in the tire or battery shops | | destroy after 3 months. |
| 5 | COPARS control and verification records | COPARS fund ledgers, sales slips, invoice verifications and related records | | |
| 6 | materiel control documents | COPARS stock consumption records | | destroy 1 year after completion. |
| 7 | | SBSS computer printouts | | see table 67-3. |
| 8 | work order logs and quality control records | | | see table 11-1. |
| 9 | vehicle time compliance technical orders (TCTOs) | TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles | maintained by maintenance control and analysis | destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal. Destroy all other documents 1 year after completion. |
| 10 | motor vehicle information system documents | monthly motor vehicle operations and maintenance summary reports, maintenance manhour summary reports, employee master list, and related correspondence | | destroy after 1 year. |
| 11 | | daily and weekly machine run listings such as vehicle master lists, scheduled maintenance reports, work order status reports, and related data products | | destroy after completion and verification of monthly reports. |
| 12 | | quarterly operations and maintenance summaries and cards | | destroy 1 year after completion of new FY summaries and cards (see table 175-2). |
| 13 | | daily PCAM cards generated in the data collection system | | destroy after completion and verification of monthly summary. |
| 14 | | indirect labor time cards | | |
| 15 | control register for Panama official decals/military vehicles | vehicle decal records/register and related documents | | destroy after 5 years or when no longer needed for accountability. |

NOTES:

1. Authorization records for vehicle modifications and related materials may be destroyed when the vehicle is returned to its original configuration.
2. Destroy duplicate copies of the historical portion of the jacket after six months unless requested by the receiving agency.
3. MAJCOMs may extend the retention period to one year.

TABLE 77-2

VEHICLE OPERATIONS RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | drivers qualification | operator qualifications and record of licensing, examination and performance, requests for driver's training and addition to standard from 46, and reports of inquiry search-national driver register | | see table 35-1 for active duty personnel. |
| 2 | | | | destroy on separation of military personnel (including AF Reserve and ANG personnel) (see note 1). |
| 3 | | | | forward to immediate supervisor of civilian personnel relieved of driving responsibilities. |
| 4 | | | superseded | destroy when pertinent data is transcribed to the appropriate forms. |
| 5 | | medical evaluations, accident histories, traffic citations and driver awards | source records for driver qualification | |
| 6 | | test results | | |
| 7 | | | at the unit of assignment when driver training support is not available from the host base | destroy when superseded, or when no longer needed, whichever is sooner. |
| 8 | government military vehicle operators' identification cards | cards that are permanently revoked or expired | | destroy on expiration or revocation. |
| 9 | | cards on individuals separated and civilians reassigned to duties not requiring vehicle operation | | destroy on separation or reassignment (see note 2). |
| 10 | leasing | hired motor vehicle reports | | destroy after completion of next annual report. |
| 11 | motor vehicle accident case files | reports of accidents, estimates of damage, reports of survey, statements of charges, cash collection vouchers, or comparable records, photographs (when required), and related correspondence | | destroy 3 years after final action (see note 3). |
| 12 | operators inspection guide and trouble report forms | operators checklist noting vehicle deficiencies (see note 4) | | destroy 1 month after closeout or when no longer needed, whichever is later (see note 3). |
| 13 | servicing | fuel/oil issue forms | | destroy after completion and verification of monthly reports. |
| 14 | | vehicle operations records | | destroy after 3 months. |
| 15 | state gasoline tax refund claims | records in transportation and contracting offices supporting claims for refund of aviation and motor fuel tax (see note 5) | for claims against the states of Arizona, Oregon, California, and Washington | destroy after 4 years. |
| 16 | | | for claims against the state of Montana | destroy after 5 years. |
| 17 | vehicle operations officer's (VOO) organizational file | vehicle control officer (VCO)/NCO appointments, briefing checklists, parking area approvals, visits results, receipts for vehicles and accessories, vehicle authorization annual reviews, justifications for vehicle dispatch and similar records | maintained by VOOs | destroy when superseded or obsolete. |
| 18 | VCO/NCO documents | | maintained by VCOs/NCOs | |

TABLE 77-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 19 | US government national credit cards | cards | | destroy 6 months after final payment on all invoices covered by a specific card. |
| 20 | | credit card registers, copies of records certifying loss, investigation destruction, turn-in, validation, and related records | | destroy 1 year after the close of the fiscal year. |
| 21 | | letters of certification/accountability | | destroy when superseded, obsolete, or on termination of requirement. |
| *22 | Vehicle dispatch records | request for Motor Vehicle Services (AF Form 868), letters/messages requesting vehicle transportation, copies daily flying schedules, and related correspondence | | destroy after 1 year. |
| *23 | | request for Motor Vehicle Services (AF Form 868), log of events, and related correspondence | initiated as a result of exercises/deployments | destroy after 2 years. |

NOTES:

1. DD Forms 1360 may be given to individuals being separated from the service.
2. Military personnel may keep invalidated cards.
3. Records on vehicles involved in acts of misuse or abuse resulting in disciplinary action, and records on vehicles involved in accidents or other unusual situations, and that are made part of another case file, have the same disposition as the particular file.
4. Initiate a new form for each vehicle at the first inspection of the month, or when a vehicle, in for extended repairs, storage, or awaiting disposition, is returned to operational status.
5. See table 177-18 for records maintained by commercial services.

**78. Industrial Resources.** These tables cover records pertaining to priorities, allocations, materials stock piles, industrial equipment and facilities, and readiness requirements for materials and industrial facilities.

TABLE 78-1

INDUSTRIAL READINESS AND MOBILIZATION

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | industrial mobilization and procurement planning | facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related correspondence | at HQ AFSC | retire as permanent (see note). |
| 2 | national industrial plant reserve program | forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants | | destroy after 2 years. |
| 3 | | mobilization planning status of government-owned or sponsored plants, and related records | | |
| 4 | DOD industrial readiness planning program | requests for registration of plants, notice of transfer requests for changes in current register of planned emergency producers, requests for planning authority, schedules, planning agreements, production planning records, factual data concerning production capabilities, plant loading records, allocation of capacity, application forms reports correspondence, and related or comparable records | | destroy when superseded, when planning actions desired are reflected in revised register of planned emergency producers, or after facility has been dropped from the program, whichever is sooner. |
| 5 | procurement reserve program | production planning schedules | | destroy 18 months after superseded or obsolete. |
| 6 | | production and facility data | | destroy when superseded or obsolete. |
| 7 | | worksheet data | | destroy when information has been incorporated into the applicable format report. |
| 8 | consolidated Republic of Vietnam Air Force (RVNAF) improvement and modernization program | production planning schedules, DOD guidelines for T-day studies, impact data covering production stretchouts, etc., | | retain as permanent (see note). |
| 9 | | worksheet data and backup information | | destroy 1 year after data is transferred onto the applicable format report. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 78-2

INDUSTRIAL EQUIPMENT RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | property records | DOD property record, DOD property supplementary data, and similar forms and records | at the designated monitoring activity, and used for inventory control | destroy when no longer needed, or 2 years after final disposition of the equipment, whichever is sooner. |
| 2 | | | at activities other than the monitoring activity, and used in various phases of inventory, reallocation, turn-in of industrial equipment, or similar purposes | destroy on completion of action. |
| 3 | historical files | inventory, inspection, and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild), and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports, and related control records which are retained in other administrative or official contract files or used for other purposes; and technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists, and lubricating charts | at DOD components | send the historical file to the consignee. |
| 4 | | | at a non-DOD agency or organization, or sold | offer the file, consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms), for transfer with the installation plant equipment. |
| 5 | | | | destroy all historical record data pertaining to an item of IPE that is no longer needed. |
| 6 | | | | destroy all historical data on an item of IPE destroyed or abandoned except technical manuals, manufacturers literature, and similar data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item. |
| 7 | | | at the former AFDIER Storage Site #7, and transferred to NPRC (MRC) | destroy after 5 years. |
| 8 | | manual data forms maintained with equipment in current use filled-in and last entries have been carried to new forms | | retain as part of the equipment historical file, or destroy after 3 months if they do not contain history information. |

TABLE 70-3

INDUSTRIAL FACILITIES RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Industrial Defense Survey | records used in conducting a survey of a facility to determine the areas, elements, or other aspects or portions of the facility which should be protected, and how best to protect them | superseded, or facility is deleted from the key facilities list | destroy when no longer needed. |
| 2 | | | at a facility whose industrial defense cognizance has been transferred | transfer the complete file to the gaining activity. |
| 3 | program funding | studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program, or project, the facilities, resources, and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.) (see note) | at HQ USAF and MAJCOMs | retire as permanent one master copy of each FY program document, with program justifications and approved funding authorizations. |
| 4 | | | below MAJCOMs | destroy all feeder reports, statistical data, other source or background support papers, etc., when superseded, obsolete or 2 years after year in which appropriation was made available for obligation, whichever is applicable (EXCEPTION: Data on requirements not accepted for inclusion in the current year program is retained for resubmission purposes for not more than 3 years, and destroyed). |
| 5 | | program records other than rule 3 | | destroy when superseded, obsolete, or no longer needed. |
| 6 | expansion case files | real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal records reflecting the planning, acquisition, and administration of facility projects | | retire record sets as permanent. |
| 7 | | | with a prime contract | destroy in accordance with table 70-1. |
| 8 | general purpose production equipment records | records related to Government-owned equipment or machinery furnished to contractors, including subcontractors, when specifically provided for in the terms of a written contract, bailment agreement, or lease | | |
| 9 | facility capability report system | preaward survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and productive capacity, and comparable records | | destroy when superseded, obsolete, or no longer needed. |

NOTE: Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.

TABLE 78-4

PRIORITIES AND ALLOCATIONS RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | register of contractor requirements and priorities assistance requests | requirements and priorities assistance requests with control number | at the OPR | destroy 1 year after final processing. |
| 2 | Defense Material System (DMS) allotments | program determinations furnished by DOD DDR&E | at HQ USAF | destroy after 3 years. |
| 3 | DMS summaries | DMS requirements worksheets and statistical services including tabulations and preparation of balance sheets by program | at the OPR | |
| 4 | DMS master contractor files | records of all requirements by manufacturer, installation and program and related correspondence | at MAJCOMs | destroy after 5 years. |
| 5 | | | below MAJCOMs | destroy 1 year after contract expires. |
| 6 | contractor control number assignment | cards and ledgers assigning control numbers to manufacturers and military installations | at MAJCOMs | destroy 1 year after discontinuance of DMS. |
| 7 | manufacturer's statistical listing | listings by manufacturer and program showing material requirements for current and any of the five following quarters | at the OPR | destroy after 1 year. |
| 8 | Joint Aeronautical Material Activity organization and operations procedures | operating procedures, organizational charts, etc., | at MAJCOMs | destroy after 10 years. |
| 9 | | | below MAJCOM | destroy when superseded, obsolete, or rescinded. |
| 10 | bills of materials and unit weight summaries | raw, basic processed, and semifabricated materials, unit weight listing for airframes, engines, etc., | at MAJCOMs | destroy 25 years from date of bill of material (see note). |
| 11 | | | below MAJCOM | destroy on completion of contract (see note). |
| 12 | history of DMS and Defense Priority System (DPS) | sampling of organization and function charts, policy, procedures, and miscellaneous administration data<br>\| at<br>MAJCOMsT\| retire as permanent. | | |
| 13 | | | below MAJCOM | destroy on completion of contracts. |
| 14 | DMS audit reports | reports of installations and contractor plants and related correspondence | at MAJCOMs | destroy after 10 years. |
| 15 | | | below MAJCOM | destroy 6 months after next clear audit. |
| 16 | controlled and critical materials (historical) | reports, supporting data, and related correspondence | at MAJCOMs | destroy after 10 years. |
| 17 | | | below MAJCOM | destroy after 3 years. |
| 18 | critical shortage case files | forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply | at MAJCOMs | destroy 3 years after close of case. |
| 19 | | | below MAJCOM | destroy 3 months after completion of action. |
| 20 | DMS-DPS implementing instructions | regulations, DAR supplements, manuals, etc., | at MAJCOMs | see table 5-1. |

NOTE: Destroy bills when revisions are received and summarized.

**TABLE 78-5**

**CONSERVATION PROGRAM RECORDS (SEE NOTE)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | reports | monthly reports | at HQ AFSC and contract management division | destroy after 1 year. |
| 2 | | | at AF contract management divisions and AF plant representatives | destroy after 6 months. |
| 3 | | quarterly reports | at HQ AFSC and contract management divisions | destroy after 1 year. |
| 4 | surveys | | | destroy after 2 years. |
| 5 | | | at contract management districts and AF plant representatives | destroy after 1 year. |
| 6 | minutes of advisory board meetings | | at HQ AFSC, contract management divisions, AF contract management regions, and AF plant representatives | |
| 7 | | | at contract management region advisory boards to which they pertain | destroy after 2 years. |
| 8 | USAF semiannual report on conservation of critical material | | at HQ AFSC and contract management divisions | |
| 9 | | | at AF contract management districts and AF plant representatives | destroy after 1 year. |
| 10 | brochures and/or conference minutes | | at sponsoring activities | destroy after 5 years. |
| 11 | | | at other than sponsoring activities | destroy after 2 years. |
| 12 | bulletins and newsletters | | at publishing activities | |
| 13 | | | at other than publishing activities | destroy after 1 year. |

NOTE: These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

**79. Contractor Industrial Labor Relations.** These tables cover records pertaining to industrial manpower utilization, industrial labor relations, labor disputes, labor law compliance, and selective service deferments.

TABLE 79-1

INDUSTRIAL MANPOWER RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | occupational deferment case files | summary of occupational deferment actions, comparable forms, and supporting records | | destroy when individual is removed from Reserve or deferred status, or is inducted into the Armed Services. |
| 2 | | deferment records | | destroy after actions have been recorded on summary histories. |
| 3 | | summary histories | | destroy after 25 years. |
| 4 | labor relations problems | reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions, and other documentation required by Air Force Industrial Labor Relations Offices not covered elsewhere in this regulation | | destroy when superseded, obsolete or no longer needed. |
| 5 | labor relations investigation case files | field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards; reports of special investigation of suspected criminal or other violations of the applicable labor laws | at AF liaison offices | destroy 3 years after case is closed. |
| 6 | | cases involving willful and criminal violations, debarment actions, and restitution over $500.00 and liquidated damages over $100.00 | at HQ USAF | |
| 7 | wage and salary acceptance analysis studies | studies used for comparative analysis, and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost to be allocated to AF contracts | at procurement activities | destroy when no longer needed. |

**80. Research and Development.** These tables cover records pertaining to the policies, procedures and standards for research, development, test and evaluation, including the production of scientific and technical studies to seek new basic knowledge from which techniques for improved aeronautical equipment, material, and utilization of human resources can be devised; studies to establish the technical adequacy and qualitative characteristics of materiel; operational test and evaluation (OT&E) of all types of equipment and systems including weapons systems, new and modified equipment, tactics, techniques and procedures that satisfy immediate operational requirements and/or provide a basis for development of increased capabilities.

**TABLE 80-1**

**R&D PLANNING AND PROGRAMMING**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | HQ USAF requirements and objectives | Required Operational Capabilities (ROCs) and related feasibility studies, Required Action Directives (RADs) and related correspondence used as a basis for formulating R&D efforts (see AFR 80-2) | at HQ USAF OPR | retire as permanent (see note). |
| 2 | | | action office copies maintained with program, project or system records | see tables 80-2 and 800-1. |
| 3 | | | | destroy on completion of program or project or when no longer needed (see note). |
| 4 | HQ AFSC requirements and objectives | AFSC planning activity reports, technical plans for aerospace instrumentation, and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFR 80-2) | at preparing offices | retire as permanent after 5 years (see note). |
| 5 | | | at other than preparing offices | destroy when superseded or obsolete. |
| 6 | implementation documents in system program or project case file | plans and proposals, i.e., R&D planning summaries, development concept papers, area coordinating papers, program change proposals, and proposal records; directives and decisions, i.e., development program authorizations, guidance, program change decisions, program/budget decisions, and related records | | see tables 80-2 and 800-1. |
| 7 | | | not in case file | destroy on completion of R&D effort or when no longer needed. |
| 8 | independent R&D evaluations | technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by AF, Army or Navy, and coordinated among the services) | at HQ AFSC | destroy 2 years after completion of action. |
| 9 | | | Army or Navy evaluations accumulated at HQ AFSC | destroy 1 year after coordination or final consolidation. |
| 10 | | | all evaluations other than in rules 8 and 9 | destroy when no longer needed. |
| 11 | summary, status, and projected program reports | indexes of USAF R&D projects, priorities, and program elements, financial status—R&D and procurement programs, and comparable reports | at HQ AFSC office of record | retire as permanent after 2 years (see note). |
| 12 | | | at other than HQ AFSC office of record | destroy when superseded or no longer needed, whichever is sooner. |
| 13 | Technical Objectives and Technical Objectives Documents (TODs) | Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFSC | TODs with background Technical Objectives at HQ AFSC | retire as permanent 2 years after they are superseded or obsolete (see note). |

TABLE 80-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | | | TODs and Technical Objectives retained by preparing office | destroy on publication of TOD by HQ AFSC. |
| 15 | | | TODs and Technical Objectives accumulated by activities other than HQ AFSC or preparing office | destroy when superseded, obsolete or no longer needed, whichever is sooner. |
| 16 | unsolicited proposals | unsolicited articles, disclosures, and voluntary proposals, and their evaluations (see table 110-2, rule 3, for invention disclosures) | | maintain accepted proposals and evaluations with project/task area or system records, and use same retention period. |
| 17 | | | | destroy rejected proposals and evaluations after 6 months. |
| 18 | | listings, forms, logs or other records | | destroy when no longer needed. |
| 19 | scientific and technical reference files | collections of technical and scientific materials | | destroy when superseded, obsolete or no longer needed, whichever is sooner. |
| 20 | government-industry data exchange program (GIDEP) | technical and scientific records, abstracts of such, and microfilm files furnished by GIDEP | | destroy indexes when replaced by updated ones. Return microfilm cartridges to GIDEP Operations Center on request. Submit responses to UDR to Operations Center. Destroy SETE reports when no longer needed. Destroy failure rate data products when updated copies are received. |
| 21 | Independent Research Fund records (laboratory Director's funds) | records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist | | destroy 2 years after close of FY in which effort was completed or terminated. |
| 22 | | | | destroy disapproved and rejected requests after 2 years or when no longer needed. |
| 23 | | independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc., | accumulated and maintained as a complete case file by the technical engineer/scientist assigned responsibility for the effort but not transferred to the regular R&D program | destroy 5 years after the close of FY in which the effort was completed or terminated. |
| 24 | | | | see table 80-2, rule 1 for independent research records transferred to the regular R&D program. |
| 25 | | | records accumulated by HQ AFSC and other activities | destroy on completion or termination of effort. |

**NOTE:** Offer to the National Archives in 5 year blocks when latest record is 25 years old.

TABLE 80-2

INDIVIDUAL R&D PROJECTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | R&D case files | authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical evaluations, results and conclusions; technical documentary reports, management reports on R&D efforts and engineering services; operating reports, i.e., progress management rush, and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books | accumulated and maintained as a complete record by a project task area or work unit scientist, engineer, or officer having prime responsibility for an approved R&D effort from its initiation through development, design and testing to completion | retire as permanent 2 years after termination or completion of effort. |
| 2 | R&D support case files | | accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility | destroy 3 months after termination or completion of the activitys participation in the R&D effort. |
| 3 | (RESERVED) | | | |
| 4 | (RESERVED) | | | |
| 5 | R&D documentation | | accumulated by activities other than rules 1 and 2 | destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner. |
| 6 | engineering services program (ESP) | records accumulated for engineering services performed by AFSC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries, and other pertinent records | significant ESPs accumulated by HQ AFSC OPR | destroy 2 years after completion or termination of the engineering service. |
| 7 | | | accumulated by HQ AFSC OPR for services performed for AFSC activities | see table 66-9. |
| 8 | | | accumulated by activities other than HQ AFSC OPR | destroy on completion or termination of effort, or when no longer needed. |
| 9 | cooperation with other countries in R&D of defense equipment | multinational R&D and production programs documentation | at OPR | retire as permanent (see rule 1). |
| 10 | | technical data exchange programs, including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP) | | retire as permanent. |

TABLE 80-3

R&D TEST AND EVALUATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | data collection records | raw test data, including magnetic tapes (digital, analog, video, and loop tapes), radarscope films, photographic instrumentation, motion picture film, punch cards, and similar records a result of T&E and R&D efforts | | destroy on completion or termination of effort, or when no longer needed (see note 5). |
| 2 | data reduction records | tapes of computed data, including intermediate working tapes, oscillograms, Sanborn charts, vibragram graphs, vibration power density plots (X-Y plots), computer listings (read-out sheets), Delta-V-Graphs, space-time data reduction reports, and similar records | | destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed. |
| 3 | R&D test analysis and evaluation reports | summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis, and recommendations made by evaluator and furnished to interested agencies and activities | in system or R&D case file | see tables 80-2 and 800-1. |
| 4 | | | in ESP case files | see table 80-2. |
| 5 | | | all copies other than those in R&D or ESP case files | destroy on completion or termination of effort, or when no longer needed. |
| 6 | test supervision | records created by AF test facilities providing supervision over tests accomplished by operating contractors, and indirect support to tasks and contracts under assigned R&D projects | test facility records reflecting discrepancies noted and corrective action taken | destroy 1 year after completed action, or 1 year after inactivation, whichever is sooner. |
| 7 | | | test facility records reflecting direction provided, or which determine course of a program | destroy after 5 years. |
| 8 | | | filed in R&D project case file | see table 80-2. |
| 9 | | | not in case file or at test facility | destroy on completion of related effort, or when no longer needed, whichever is sooner. |
| 10 | hearing conservation data | forms and related records containing audiometric data and noise exposure information | | see table 160-6 for originals. |
| 11 | | | | destroy copies after data is extracted and placed on cards for data processing. |
| 12 | | | | destroy cards after data has been placed on magnetic tape. |
| 13 | | | | destroy tape when no longer needed, or after 25 years, whichever is sooner. |
| 14 | aeromedical research data | medical examinations performed on selected personnel by medical facilities throughout the AF, and forwarded to USAF School of Aerospace Medicine, Brooks AFB (see notes 1 and 2) | | destroy paper after determining that resulting microfilm meets archival standards. |
| 15 | | | | destroy microfilm when no longer needed. |
| 16 | natural aerospace environmental data acquired during R&D (see note 3) | upper air and space data above normal termination level of conventional sounding instruments, including information from rawinsondes, radiosondes, rockets, probes, satellites, or other vehicles or techniques yielding high-level data | | see table 80-2, and rules 1 and 2 above (see note 4). |

**TABLE 80-3. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 17 | | micrometeorological data at any level of the atmosphere, including data for small intervals of space or time, distributed vertically or horizontally | | |
| 18 | | meteorological data at any level of the aerospace environment for locations and/or times for which these data are not normally observed and recorded on a routine basis | | |

NOTES:

1. The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included.
2. Data from these records are coded and compiled by USAFSAM is support of aerospace medical fitness program and ECG library. These records include AF Form 81, Aerospace Survey—Identification Data; SF 88, Report of Medical Examination; SF 89, Report of Medical History, Electrocardiograms (ECGs); Electroencephalograms (EEGs); Tonometry; Optic Fundi Photographs; Pulmonary Function Data; Phonocardiograms and X-rays.
3. On completion of evaluation of the validity of these data, a complete description is sent to the Environmental Technical Applications Center, Scott AFB IL 62225. After evaluation, that Center furnishes the acquiring activity a listing of records desired. Copies can be furnished the Center on microfilm, tape, printout, or any other method which the acquiring activity may deem most feasible.
4. Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained.
5. All audiovisual media will be screened for possible historical significance and those items will be forwarded to AAVS/LGHD, Norton AFB CA 92409 in accordance with AFR 95-4.

**TABLE 80-4**

**CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | characteristics guides | record sets of each characteristic guide published under AFR 80-16, including background material and other data provided for in AFR 5-1 | at issuing activity; | retire as permanent. Offer to the National Archives 20 years after disposal of the specific weapon systems. |
| 2 | | guides and current outstanding addenda no longer required | at other than issuing activity | forward in their binders to 2750 ABW/DABW, Wright-Patterson AFB OH 45433. |
| 3 | | superseded guides | | destroy. |
| 4 | | manuscripts or proofs | | see table 5-1. |
| 5 | AFSC design handbook | special publications providing a current authoritative source of design data in support of the definition, design and development of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance | at HQ AFSC OPR | retire as permanent when system is out of inventory. Offer to the National Archives in 5-year blocks when most recent records pertain to systems out of the inventory for 30 years. |
| 6 | | | at other than HQ AFSC OPR | destroy when superseded, obsolete or no longer needed, whichever is sooner. |
| 7 | | all background material for publications covered by rule 5 | at HQ AFSC OPR | retire when system is out of inventory; destroy when records pertain to systems out of inventory for 30 years. |
| 8 | | all background material for publications covered by rule 6 | at other than HQ AFSC OPR | destroy when superseded, obsolete or no longer needed, whichever is sooner. |

TABLE 80-5

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requirements and objectives | Required Operational Capabilities (ROCs), Program Management Directives (PMDs) or similar records and related correspondence used as a basis for OT&E efforts | initiated at HQ USAF/MAJCOM/major subordinate command OPRs | retire as permanent. |
| 2 | | | action office copies maintained in project case files | |
| 3 | | | copies other than those covered in rules 1 and 2 | destroy on termination of related effort or when no longer needed. |
| 4 | operations analyses | memoranda, reports, drawings, charts, graphs, statistics, reference, source materials and other summarized data | incident to analyses and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility related to OT&E efforts | retire as permanent with related project case file. |
| 5 | | | other analyses resulting from but not a part of a project or case | retire as permanent (also see table 55-6 for other analyses). |
| 6 | OT&E test/project/study records, including those resulting from foreign military assistance programs which document testing and evaluation of equipment/methods with or for other countries | complete history of approved tests/studies from initiation to completion, including requirements, authorizations, planning, and implementation records; progress and status reports; pertinent fiscal records; contractual and procurement records; copies of unsolicited proposal evaluations; drawings, specifications, and photographs; technical reports, evaluations, results and conclusions; notices of cancellations; and related correspondence | in case file of project officer having prime responsibility for the project or program | retire as permanent. |
| 7 | | | at supporting, monitoring, and other activities | destroy on completion or termination of effort, or when no longer needed, whichever is sooner. |
| 8 | summary reporting | periodic reports on progress or status of test/project/study | initiated by officer responsible for effort | retire as permanent with project officer's case file (see rule 6). |
| 9 | | | consolidated summary reports | destroy when superseded. |
| 10 | | input support for Development Test & Evaluation (DT&E) testing applicable to related OT&E | not in R&D project officer's case file | retire as permanent or forward to unit responsible for related OT&E if known, for inclusion in project officer's case file (see table 80-3). |
| 11 | | final reports with results, evaluations, and conclusions | in project officer's case file (see rule 6) | retire as permanent. |
| 12 | | | copies other than rule 11 | destroy on completion of project/program or when no longer needed, whichever is sooner. |

**TABLE 80-5. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13 | unsolicited proposals | unsolicited articles, disclosures, voluntary proposals and their evaluations (see table 110-2 for invention disclosures) | accepted proposals and evaluations | retire as permanent with project officer's case file (see rule 6). |
| 14 | | | rejected proposals and evaluations | destroy after 6 months. |
| 15 | | listings, forms, logs, or other similar records | used for control purposes | destroy when no longer needed. |
| 16 | scientific and technical references not covered elsewhere in this regulation | collections of technical and scientific materials accumulated for reference and research purposes in accomplishing program/project/case and related work | | destroy when superseded, obsolete or no longer needed. |

**81. Specifications and Standards.** This table covers records related to the policies and procedures governing specifications and standards in the execution of procurement contracts, including such matters as the uniform identification, limitations, and characteristics of and technical requirements for materiel, standardization of processes, products, services and procedures.

TABLE 81-1

TECHNICAL AND PROCUREMENT DATA (SEE NOTE)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | specifications | specifications and related record transmittal coordination, and comparable or related records | | destroy after 2 years, or after receipt of the published specifications, whichever is sooner. |
| 2 | engineering and technical data specifications | specifications and related records—such as drawings, parts catalogs, and other procurement and technical data | | destroy after 2 years. |
| 3 | | | | destroy after completion of the procurement action. |
| 4 | correspondence between contractors and the AF | correspondence relating to proprietary rights or trade secrets reflected in technical data furnished the government, and authorization granted to or rights obtained by the government to reproduce and distribute copies of data to nongovernment agents or agencies | | retire as permanent. |
| 5 | identification markings, container marking, and AGE control | | retained with copy of PRs/MIPRs/LPRs | see table 70-3. |

NOTE: See table 310-1 for management of contractor data.

**82. Designating and Naming Defense Equipment.** This table covers records related to policies, procedures, and responsibilities for assigning type designations and popular names to categories of defense equipment, such as aircraft, rockets and guided missiles, electronic, photographic, aircraft propulsion, gas turbine engines, aeronautical support, etc.

**TABLE 82-1**

**DESIGNATING AND NAMING DEFENSE EQUIPMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requests for nomenclature/type designations | correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines | | retire as permanent (see note 4). |
| 2 | | request of nomenclature forms and related correspondence | requests and approvals of type designations for MIL-STD-155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items | destroy 2 years after data is summarized on nomenclature card files. |
| 3 | | | requests and approvals of type designations for MIL-STD-196 Joint Electronics | destroy after data is summarized on nomenclature card files. |
| 4 | | nomenclature cards prepared form request of nomenclature data, including microfilm copies | at ASD/ENESS, Wright-Patterson AFB OH | destroy when no longer needed (see note 3). |
| 5 | | | information copies | destroy upon receipt of microfilm copies. |
| 6 | source request log | source request numbers as required on request of nomenclature forms | at ASD/ENESS, Wright-Patterson AFB OH | destroy after 1 year. |
| 7 | DOD list of model designations of military aircraft, rockets and guided missiles | published designation listings approved by HQ USAF | | destroy when superseded. |
| 8 | log of all type designation assignments except electronics (see note 1) | looseleaf tables containing serial numbers assigned to nomenclature assignment records | at ASD/ENESS, Wright-Patterson AFB OH | destroy when no longer needed. |
| 9 | master list of popular names assigned to aircraft, missiles and rockets (see note 2) | all names that have been assigned to aerospace vehicles | | retire as permanent (see note 5). |
| 10 | | | information copies | destroy when no longer needed. |

NOTES:

1. Electronic equipment designations under MIL-STD-196, Joint Electronics Type System, is managed by US Army Communications Electronics Materiel Readiness Command (DRSEL-LE-TN), Fort Monmouth, NJ.
2. The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (see AFR 82-3).
3. Return microfilm cartridges to ASD/ENESS, Wright-Patterson AFB OH, for reuse.
4. Offer to National Archives in 5-year blocks when records pertains to equipment that has been out of AF inventory for at least 20 years.
5. Offer to National Archives in 5-year blocks when latest record is 25 years old.

**84. Production.** This table covers records pertaining to policies and concepts of management systems or techniques governing or affecting in general, the correlation and integration of AF production programs and industrial objectives. It includes such matters as production planning, engineering, scheduling, forecasting, and reporting, and industrial capability.

TABLE 84-1

MANUFACTURING METHODS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Manufacturing Methods Program | records relating to the establishment of policies, procedures, objectives, technical assistance, and consultation | at HQ USAF | retire as permanent. |
| 2 | | | at OPRs designated by HQ AFSC (see AFR 84-5) | destroy when superseded or obsolete. |
| 3 | manufacturing methods project files | contractual and procurement records; financial management reports; progress letters; patent, copyright, exhibits, and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures, and other supporting data; final technical reports describing the manufacturing methods required; detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; and related data | | retire as permanent 2 years after completion or termination of manufacturing methods project (see table 80-1, rule 17, for rejected unsolicited proposals). |
| 4 | | | at responsible system/ project office | retire with applicable system/project/task case file. |

**85. Civil Engineering–General.** These tables cover records encompassing all civil engineering policy, procedures, and guidance not applicable to specific areas as represented by series 86 thru 92. Included are civil engineer management systems and data automation procedures. For civil engineering awards program case files see table 900–1.

TABLE 85–1

CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | data cards | daily labor time cards and labor, material, contract, and other costs detail cards | on procedures of civil engineer data automation and base BRASS automation | destroy after 30 days. |
| 2 | | weekly labor, monthly contract, monthly material and other summary cards | | destroy after monthly processing is completed. |
| 3 | | master work order cards | | destroy deleted cards 30 days after preparation of monthly performance evaluation program report. |
| 4 | | master personnel cards | | destroy superseded or obsolete cards after 30 days. |
| 5 | | employee number cards | | destroy obsolete cards when no longer needed. |
| 6 | | cumulative-to-date summary cards | | destroy 90 days after FY reporting requirements are completed. |
| 7 | data listings | monthly contract audit and other cost audit lists | | destroy after 30 days. |
| 8 | | civilian payroll reconciliation listing | | destroy after 30 days, or when no longer needed, whichever is sooner. |
| 9 | | master personnel and master work order listing | | destroy when superseded or obsolete. |
| 10 | | base Prime BEEF error listing and transaction list | | destroy after 90 days. |
| 11 | | base Prime BEEF detail listing | | destroy after 1 year. |
| 12 | data reports | daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports | | destroy after 30 days. |
| 13 | | daily labor analysis, and work status reports | | destroy after receipt of weekly report. |
| 14 | | weekly labor analysis report | | destroy after receipt of monthly labor analysis report. |
| 15 | | monthly cumulative work order cost and analysis (for completed work orders), current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports | | destroy after 4 years, provided requirements of table 175–2 are accomplished. |
| 16 | | monthly cumulative work order cost and analysis for incomplete work orders | | destroy on receipt of succeeding months report. |
| 17 | | base BRASS AFSC summary, base BRASS team/grade summary, command BRASS AFSC summary, command BRASS posture by AFSC, and command Prime BEEF error list | | destroy after 90 days. |
| 18 | | facility historical report showing costs by facility and by FY | | destroy when superseded. |

TABLE 85-3

INDUSTRIAL ENGINEERING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | (RESERVED) | | | |
| 2 | Quality Assurance Evaluation (QAE) studies | reports, correspondence and other data which are work in progress inspections and follow-ups | | destroy after 1 year or when no longer needed whichever is sooner. |
| 3 | | special studies or analysis | | |
| 4 | local standards on work tasks | not covered by Engineered Performance Standards (EPS) | | destroy after incorporated into EPS manuals. |

TABLE 85-4

CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | BCE brochures | pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate | | see table 5-1. |
| 2 | maintenance, inspection and progress reports | reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers | at HQ USAF/MAJCOMs/SOAs/and subordinate commands | destroy after 2 years. |
| 3 | | | at bases/stations | destroy on completion of subsequent inspection or test. |
| 4 | | reports of deficiencies noted | | destroy when deficiencies are corrected. |
| 5 | recurring work programs | forms of maintenance action sheets, equipment maintenance records, and master equipment records used to promote effective control and direction for the program | | destroy when superseded, or when equipment is deleted from real property account, and/or when need has been superseded by automation. |
| 6 | facility folders | forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers which are kept in an active status by summarizing data to consolidate files | | destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transfer to the support base civil engineer responsible (EXCEPTION: if a facility is abandoned, demolished, sold, or salvaged, destroy when accountability is dropped from real property account). |
| 7 | work control | construction permits, work orders, work requests, material cost transfers, materials and equipment lists at bases/stations | | destroy 2 years after work completion. |
| 8 | | service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules | | destroy after 1 year. |
| 9 | | schedule reports | | destroy after 60 days or when no longer needed, whichever is later (see note). |
| 10 | | work center bench stock availability reports, materials support evaluations | | destroy after 6 months. |
| 11 | | recurring work lists, collection work order number lists, work authorization lists | | destroy when superseded. |

NOTE: Not authorized for retirement to a federal records center.

**86. Civil Engineering Planning and Programming.** This table covers documentation pertaining to policy, guidance, and management procedures for the programming of facility maintenance, repair, operation, and new construction using all funding sources available for such purpose.

TABLE 86-1

MILITARY CONSTRUCTION PROGRAM (MCP) AND BUDGET AUTHORIZATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | MCP and minor construction programs, including P-341, NAF, and O&M by contract | annual (FY) MCP records | at HQ USAF | retire as permanent a master copy of each program document with essential supporting evidences. |
| 2 | | extra or reference copy records of MCP, P-341, NAF, and O&M programs | | destroy when no longer needed (EXCEPTION: retain one copy of each document for 5 years after program year involved, or until no longer needed, then destroy). |
| 3 | | construction project justifications, site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies, correspondence relating to rule 1 | | destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later (see note). |
| 4 | line item projects (that are approved) | program submissions, correspondence, reports, and other related papers | at MAJCOMs and below | hold for monitoring and control purposes: for disposition see table 89-1. |
| 5 | line item projects (not accepted for current construction program) | | | hold for resubmission purposes; if not approved after 5 years, destroy. |
| 6 | budget authorization | USAF construction program document (the construction funding authorization) | at HQ USAF | retire the final issuance as permanent. |
| 7 | | superseded changes and/or revisions of funding authorizations | | destroy 6 years after superseded. |
| 8 | | | at MAJCOMs and below | destroy 2 years after superseded. |
| 9 | | statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 10 | project case files | estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data | are approved projects | destroy eight years after completion and final payment of settlement of the project. (EXCEPTION: Should an official inquiry thereon be made at any time during or after final settlement of any claim, retain files for 2 additional years.) |
| 11 | | | are disapproved projects | destroy on determination that their accomplishment is no longer required. |
| 12 | | manufacturer's catalogs troubleshooting instructions, maintenance instructions, parts lists, and related papers which do not duplicate other records on file | | destroy when no longer needed. |
| 13 | project informational and control files | project data, correspondence reports, and other related papers | pertain to projects approved at lower echelons | destroy when no longer needed. |

TABLE 86-1. CONTINUED

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 14 | program reports | monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress | | destroy when no longer needed. (EXCEPTION: Destroy the 30 September report after 5 years, or when no longer needed, whichever is later.) |
| 15 | performance evaluation program records | reports, related forms, and working papers | | destroy after 1 year. |

NOTE: Explosive site planning generated by AFR 127-100 will be disposed of in accordance with table 127-1, rule 5.

TABLE 86-3

FACILITIES BOARD

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | minutes of meetings | approved Facilities Board (FB) minutes serving as final approval for funding O&M projects | at HQ USAF/MAJCOMs/major subordinate commands/bases/stations | destroy after 5 years. |
| 2 | | | (RESERVED) | |
| 3 | | | in members file | destroy when no longer needed, or after 1 year, whichever is sooner (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). |
| 4 | | | at activities other than rules 1 and 3 | destroy after 1 year (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). |

TABLE 86-4

NATO INFRASTRUCTURE PROGRAM

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | SLICE—project case files (U.S. records in support of the NATO Infrastructure Program) | facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for Prefinanced Projects (see note) | at HQ USAFE/DEXN, NATO Infrastructure Division | destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO Board of Auditors. |

*NOTE: A copy of the vouchers will be kept with the prefinanced project files. The original vouchers will be sent by the AFO to HQ AFAFC/AJQED per table 177-5, rule 4.1 with the original accounts described in table 177-5, rule 1.

**87. Real Property Management.** These tables cover records pertaining to policy, procedures and responsibilities pertaining to acquisition, management, use, disposal, inventory accounting, and reporting of real property. Except for inventory, exclude contractor-operated industrial facilities which are covered by table 78–3.

**TABLE 87–1**

**REAL PROPERTY MANAGEMENT**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | real property case files | correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports (REPRs) and related data, machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number | | retire as permanent upon inactivation of the installation (see notes 1, 2 and 3). |
| 2 | | separate collection of REPRs | at AF regional civil engineer office | destroy 1 year after land is acquired, completed construction is accepted by the using agency, or line item is dropped from MCP, whichever is applicable. |
| *3 | survey and special studies | special studies conducted on an "as requested" basis, such as real property studies and studies of leased real property in CONUS and overseas | at HQ USAF | file in real property case file (rule 1). |
| 4 | | | at MAJCOMs and major subordinate commands | destroy when superseded by later study or survey or after 2 years, whichever is later. |
| 5 | | | at bases/stations | destroy when superseded. |
| 6 | federal legislative jurisdictional matters | correspondence, reports, studies, decisions, legal opinions, and related data | | file in real property case file (rule 1). |
| 7 | | work papers and background supporting data | | destroy when no longer needed or after 1 year, whichever is sooner. |
| 8 | (RESERVED) | | | |
| 9 | nonindustrial facility mobilization | brochures, card indices, formal reports of facility allocation (DD Form 26–2), and related data pertinent to the acquisition and allocation of facilities available in event of an all-out mobilization | approved for acquisition | incorporate with rule 1. |
| 10 | | | not approved for acquisition | destroy on determination that facility no longer meets AF requirements. |
| 11 | waivers and clearances | correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances | | destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when AF is relieved of accountability for the installation, whichever is sooner. |
| 12 | portable buildings (PB) | letters of appointment/termination of responsible and accountable PB property officers, and related PB property records | responsible PB officer copies | destroy when superseded. |
| 13 | | | accountable PB officer copies | retain until PB property officer is relieved of assignment; destroy after audit, provided any reported irregularity has been cleared (see table 175–2). |

**TABLE 87-1, CONTINUED**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 14 | | supporting records to entries on PB property records | | retain until PB property is disposed of and destroy after audit, provided any reported irregularity has been cleared (see table 175-2). |
| 15 | changes in utilization of real property facilities | requests approved by DOD, HQ USAF, MAJCOMs and bases | at bases which maintain the real property accountable records | see table 87-5. |
| 16 | | | at HQ USAF, MAJCOMs and bases that keep information copies only | destroy when no longer needed. |
| 17 | | requests disapproved by DOD, HQ USAF, MAJCOMs and bases | | |

NOTES:

1. On derequisitioning or return of real property to a local (CONUS) or foreign (overseas) government, major subordinate commands and base/station activities, forward their records to the next higher level of command, where they are held until it is determined that no claim will be filed against the United States. All machine listings other than those shown in rule 1, column B, are to be disposed of when superseded.
2. Offer to the National Archives 50 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.
3. Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.

**TABLE 97-2**

**REAL PROPERTY INVENTORY**

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | AF inventory of real property | published inventory documents | at HQ USAF | retire as permanent a master copy of each document published (see note 1). |
| 2 | | correspondence and form reports, such as USAF real property inventory detail list, USAF land change report, and USAF installations characteristics report, machine listings, EAM cards and EDP tapes | | destroy when superseded, obsolete or after 2 years, whichever is sooner. |
| 3 | | feeder reports, background and/or source data | at MAJCOMs and major subordinate commands | destroy when superseded, obsolete or after 1 year, whichever is sooner. |
| *4 | | retained USAF characteristics report | at bases/stations | retire as permanent when AF is relieved of accountability for installation (see note 2). |
| 4.1 | | | at MAJCOMs | transfer to gaining MAJCOM when installation is transferred, or destroy 5 years after installation is disposed of. |
| 4.2 | | retained USAF characteristics report pertaining to off-base installations | | destroy 5 years after primary installation is disposed of. |
| 5 | | retained inventory reports (other than report in rule 4), and related supporting data | at bases/stations | destroy when superseded, obsolete or after 1 year, whichever is sooner (EXCEPTION: when AF is relieved of accountability for installation, retire as permanent the last inventory reports executed; duplicate copies of the unclassified inventory reports may be furnished on request to the individual or agency accepting accountability for properties). |
| 6 | | extra or reference copies of the published inventory record | | destroy when no longer needed. |

NOTES:

1. Those records created before 1983 will be offered to the National Archives when 50 years old. Those records created after 1982 will be offered to the National Archives in 5 year blocks when the most recent records in the block are 25 years old.
2. Offer to National Archives 30 years after base inactivation.

**TABLE 87-3**

**LEASED REAL PROPERTY CASE FILES**

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | AF occupied GSA space | computer generated space assignment/termination letters from GSA regional offices assigning/terminating space to AF in GSA space; related case material | at HQ USAF | destroy 90 days after property is vacated. |
| 2 | leased real property (excluding leased real property set up as a separate installation) | copies of ingrant legal instruments, floor plans, special orders, correspondence, reports and other related data concerning AF directly leased real property; copies of outgrant legal instruments, such as leases, easements, licenses, permits, right-of-way, or other agreements wherein the AF conveys an interest or right to use AF real property | | destroy 2 years after the General Services Administration or the Corps of Engineers advises that the property to which the records pertain has been disposed of, or, if claims are pending, destroy 1 year after settlement of the claim (see note). |
| 3 | | | at MAJCOMs, major subordinate commands, and overseas bases | |
| 4 | | | CONUS bases/stations | |
| 5 | | | leased property site | destroy 90 days after termination of AF occupancy. |
| 6 | leased real property set up as a separate installation | | | see table 87-1 |

NOTE: See table 19-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places. Table 19-3 is pending. Hold appropriate records until table 19-3 is published.

**TABLE 87-4**

**EXCESS REAL PROPERTY RECORDS**

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | AF real property excess declaration | informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence | | see table 87-1 for disposition. |
| 2 | other agency notices of availability | | related to property AF has a need for | on acquisition of the property, incorporate with records in table 87-1. |
| 3 | | | related to property AF has no need for | destroy 6 months after determining that AF has no requirement for the property involved. |

TABLE 87-5

REAL PROPERTY ACCOUNTABLE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Overseas Base Civil Engineer (BCE) Real Property | property cards, ledgers, vouchers and voucher registers and supporting records, including printout of USAF Real Property Inventory Detail List, RCS: HAF-LEE(AR)7115 | related to an active installation, will be retained at the designated recordkeeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or MAJCOM that has jurisdiction until terminal audit and base closure responsibilities are completed and it is determined that no claim will be filed against the US | the accountable installation or MAJCOM will destroy 10 years after base inactivation if no claim is filed, or 10 years after settlement of claim, whichever is applicable. |
| 1.1 | | maps and record drawings | | the accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved. |
| 1.2 | | international balance of payments (IBP) and supporting records | | incorporate in real property case file; see table 87-1, rule 1, for disposition. |
| 2 | US and territories administered by US (BCE) Real Property | property cards with supporting records including printout of report RCS: HAF-LEE(AR)7115 relating to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination | | the accountable installation or MAJCOM will destroy after 5 years, or 1 year after required audit is satisfied, whichever is sooner (EXCEPTION: when requested on lease termination, record drawings may be transferred with the property). |
| 3 | | (RESERVED) | | |
| 4 | | property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS: HAF-LEE(AR)7115 relating to an installation that is to be transferred between commands or to another federal agency | | the accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency. |
| 5 | | property cards, ledgers, vouchers and voucher registers with supporting records, including a printout of report RCS: HAF-LEE(AR)7115 | related to an active installation, will be retained at the designated recordkeeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or the MAJCOM of jurisdiction until disposal of all the real property is completed | the accountable installation or MAJCOM will destroy 10 years after base inactivation if no claim is filed, or 10 years after settlement of claim, whichever is applicable. |
| 5.1 | | maps and record drawings | | the accountable installation or MAJCOM will transfer to appropriate recipients or the major recipient of the property. |

**88. Facility Design and Planning.** These tables cover records pertaining to policy, criteria, and technical directives dealing with the design, design management, and planning of military real property facilities, including applications engineering and development of engineering standards.

TABLE 88-1

ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | qualification files | brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required | | destroy when superseded or obsolete. |
| 2 | | form reports, such as AF experience questionnaire, performance report, and related records | | destroy on dissolution of the firm, or when AF is relieved of accountability for the installation, whichever is sooner (EXCEPTION: hold performance reports when firms or firm members reassociate or reorganize). |
| 3 | engineer project control files | plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program | used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special projects | retire as permanent. |
| 4 | | informational background data, work papers, etc. | | destroy when no longer needed, or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later. |
| 5 | Report of Architect- Engineer (A-E) contract awards | forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts | | destroy after 3 years. |

TABLE 88-2

CIVIL ENGINEER DESIGN DATA

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | design plans and policy | reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services | at HQ USAF | retire as permanent. |
| 2 | | | at MAJCOMs and below | destroy after 2 years or when no longer needed, whichever is sooner. |
| 3 | design and construction deficiency reports | reports, related correspondence, and other pertinent data | at HQ USAF/ MAJCOMs/major subordinate commands | destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised. |
| 4 | | | at bases/stations | destroy when all legal, accounting, and contract requirements are met, or 2 years after correction of deficiency, whichever is later. (Also see table 66-1.) |
| 5 | maps, plans, drawings, and photographs | copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in table 88-3) | | destroy when superseded, obsolete, or no longer needed. |
| 6 | | | at bases/stations until AF is relieved of accountability for the installation | when recapture rights are retained by AF for the entire installation or for a portion of an installation, retire as permanent related maps, plans, drawings, and photographs. |
| 7 | | | | when recapture rights are not retained by AF, transfer the related maps, plans, drawings, and photographs to the individual or agency accepting accountability for the property (see note). |
| 8 | civil engineer specifications | copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work | | for disposition see the table which governs the case or project file to which the specification relates. |
| 9 | drawings on 105mm film | negatives of definitive designs (as published in AFM 88-2) and of air base master plans | | destroy when superseded, obsolete, or when no longer needed. |
| 10 | exceptions to criteria for morale, recreation, and welfare facilities | waivers to standards of accommodations for morale, recreation, and welfare facilities described in DOD Instruction 1330.3 | at HQ USAF/ MAJCOMs/major subordinate commands | destroy after 5 years or when no longer needed, whichever is sooner. |
| 11 | | | at bases/stations | destroy on inactivation of the installation. |
| 12 | design calculations | mechanical, electrical, structural, civil calculations for major construction or rehabilitation | | destroy when obsolete, superseded or no longer needed. |
| 13 | service contract records | statements of work, Air Force Service Contract Advisory Group (AFSCAG) formats and related records | | |

NOTE: When real property is returned to a local (CONUS) or foreign (oversea) government, retain records at next higher level of command until it is determined that no claim will be filed against the US. Duplicate copies of maps, plans, etc., may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property. When duplicate copies are not available, records may be made available for reproduction purposes.

TABLE 88-3

AIR BASE PLANNING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | comprehensive plans and supporting data | plans of present or planned installations, attendant charts, drawings, and photographs | at HQ USAF/MAJCOMs/major subordinate commands | destroy plan when revised in its entirety, and/or when AF is relieved of accountability for installation. |
| 2 | | | at bases/stations | destroy plan when revised in its entirety; and retire as permanent when AF is relieved of accountability for installation (see note). |
| 3 | | changes to, and revisions of, plans that are disapproved | | destroy after 2 years. |
| 4 | | correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation | | |

NOTE: On return of real property to local (CONUS) or foreign (oversea) government, transfer plans to the individual or agency accepting accountability; retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the US.

**89. Facility Construction.** This table covers records pertaining to construction, repair, and contract acquisition of military real property facilities, including procedures, basic policies and responsibilities for construction execution and management, construction surveillance, funds management, construction status reporting, construction by contract, and transfer and acceptance of facilities.

**TABLE 89-1**

**USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | status reports | form reports on progress of design and construction projects | | destroy when superseded by updated report. |
| 2 | | form reports on completion of the projects in rule 1 | at MAJCOMs and below | place in facility folder; see table 85-4 for disposition. |
| 2.1 | | | at HQ USAF | destroy 10 years after year of congressional authorization; load completed record in data bank as permanent record. |
| 3 | | source, feeder, or background data | | destroy when no longer needed, or after 1 year, whichever is sooner. |
| 4 | construction project control files | site plans and feasibility studies; charts; maps; preliminary, interim, and final drawings; photographs; cost estimates; construction and funding authorizations; reports of inspections, progress, and of status; construction transfer, and final acceptance records, with correspondence | approved and funded but cancelled before the start of or before completion of the construction authorized | retire as permanent. |
| 5 | | | completed construction project (see note) | |
| 6 | | | line item project files maintained for construction surveillance by AF regional and base civil engineer and other offices | destroy 3 years after fiscal completion. |
| 7 | | feeder reports, such as messages and transitory narrative reports of work stoppages, other labor situations, equipment and material deficiencies, other data serving for background information and control | | destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed. |
| 8 | | manufacturer's catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and other related papers | | destroy when no longer needed. |

NOTE: When AF is construction agent on new construction (except for family housing which is covered in table 90-2), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a transfer and acceptance of military real property. These data are made a part of the base accountability records (see table 87-5).

**90. Housing.** These tables cover documentation pertaining to policies, procedures, and responsibilities encompassing all government-owned or contracted family housing used by the AF, including AF inventory, and status of utilization; retention of inadequate housing; procedures for leasing family housing; operation and rental rates for government-owned trailer spaces; special programs, and the submission of progress reports on family housing construction projects administered by the AF.

TABLE 90-1
HOUSING RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Wherry Act housing | mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers which are construction closing file and acquisition file | | destroy 10 years and 3 months after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens (see note). |
| 2 | Capehart Act housing | FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers which are initial, interim, and final closing files | | |
| *3 | status records | surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence | at HQ USAF/MAJCOMs/major subordinate commands and at bases/stations | destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner. |
| *4 | (RESERVED) | | | |
| 5 | AF inventory and utilization of military family housing units | form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers | | destroy after 1 year. |
| 6 | family housing survey and programming | questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data | | destroy after 3 years. |
| 7 | (RESERVED) | | | |
| 8 | rental records | applications for quarters, contracts, leases, and supporting records relating to rental of living quarters in rental housing | | destroy 1 year after termination of AF occupancy, provided no claims actions are pending. |
| 8.1 | | | at site of leased property | destroy 6 months after termination of AF occupancy, provided no claims actions are pending. |
| 9 | essential civilian family housing records (Sec 809, National Housing Act) | approved applications for and certificate of employee eligibility forms, and related correspondence | | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 10 | | forms or certificate of need and related certificate register retained in certifying office until program is discontinued | | destroy after 1 year. |

NOTE: Obtain AF/LEE and AF/JA clearance prior to authorizing destruction (see also table 177-5, rule 5).

TABLE 99-2

FAMILY HOUSING CONSTRUCTION RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AF housing construction | construction and funding records, such as invitations to bid, FHA-appraised statements, architect engineering contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by AF (see table 89-1 for housing projects administered by the Corps of Engineers) | | destroy 20 years after AF is relieved of accountability of the housing units. |
| 2 | | construction sketches and preliminary plans | | destroy on AF acceptance of the completed construction. |
| 3 | | original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings) | at HQ USAF/MAJCOMs/major subordinate commands | destroy when no longer needed (see note). |
| 4 | | | (RESERVED) | |
| 5 | | | at bases/stations | transfer to new owner when accountability changes or destroy when building is demolished. |
| 6 | | final reports executed on completion of construction | at HQ USAF and bases/stations | destroy 20 years after AF is relieved of accountability of the housing units. |
| 7 | | monthly reports on progress of housing construction projects | | destroy when superseded. |
| 8 | | | at MAJCOMs and major subordinate commands | destroy after 6 months. |
| 9 | | manufacturer's catalogs; trouble shooting instructions, maintenance instructions,, parts lists, and related papers which are not duplicates of other records on file | | destroy when no longer needed. |

**NOTE:** Retirement to a Federal Records Center is not authorized.

**TABLE 90-3**

**ON/OFF-BASE HOUSING RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | off-base housing referral service | family housing information, detailed sale/rental listing, off-base housing applications, notification of housing selection, landlord/tenant complaint, and related correspondence | at Housing Referral Offices | destroy 1 year after applicant has been placed, landlord ceases to list with base referral office or when no longer needed. |
| 2 | | off-base housing referral reports | at other than HQ USAF | destroy after 2 years or when no longer needed, whichever is later. |
| *3 | | | at HQ USAF | destroy when 10 years old. |
| 4 | equal opportunity in off-base housing | housing discrimination complaints, case files, reports of investigation, and related correspondence | unsubstantiated and retained at other than HQ USAF | destroy 2 years after end of year in which case is closed. |
| 5 | | | substantiated and retained at other than HQ USAF | destroy 2 years after restrictive sanctions are removed or other related actions are closed. |
| *6 | | | at HQ USAF other than HQ USAF/JACL | destroy when 10 years old. |
| 7 | | | at HQ USAF/JACL | disposition per table 110-1, rules 15 through 18, as applicable. |
| 8 | base housing management | housing requests, quarters condition inspection reports, assignment orders, and related records | | destroy 1 year after termination of quarters occupancy and final inspection of quarters (see note). |
| 9 | | advance applications for assignment to military family housing | held by losing activity as proof of mailing | destroy after 6 months. |
| 10 | | excess family housing list | | destroy when obsolete or superseded. |
| 11 | bachelor and transient quarters | utilization/occupancy reports and related documents such as reservation and registration forms | at other than HQ USAF | destroy after 2 years. |
| *12 | | | at HQ USAF | destroy when 12 years old. |
| 13 | | request for BAQ, quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc. | at bases | destroy when superseded or upon PCS from base. |
| *14 | family/bachelor/transient housing, housing referral or equal opportunity in off-base housing | basic policies, procedures, policy waivers, etc. | at HQ USAF and MAJCOMs | destroy when 20years old. |
| *15 | temporary lodging allowance (TLA) entitlements | request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval | at base level housing and/or billeting offices | destroy 1 year after termination of special allowance (exception: when discrepancies are involved, destroy 6 months after discrepancies are cleared). (See table 177-32, rule 66.) |

*NOTE: When approved by the command RM, records eligible for destruction may be transferred to Defense Investigative Service (DIS) upon request.

**91. Real Property Operation and Maintenance.** These tables cover records pertaining to procedures, basic policies and responsibilities for maintenance and repair of real property facilities, operation of utility plants and systems, and performance of custodial, pest control, and refuse disposal services.

TABLE 91-1

BASE CIVIL ENGINEER (BCE) BROCHURES, REPORTS AND CONTROL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | BCE brochures | pertinent data concerning an air base, its organizations and their functions which are ready reference in management, planning, programming, and as guide for visitors when appropriate | | see table 85-4. |
| 2 | maintenance, inspection and progress reports | reports of maintenance and repair activity of buildings, pavements, grounds and utility systems, with related papers | at HQ USAF/MAJCOMs/major subordinate commands | |
| 3 | | | at bases/stations | |
| 4 | | reports of deficiencies noted | | |
| 5 | equipment maintenance program | forms of maintenance action sheets, equipment maintenance records and master equipment records used to promote effective control and direction for the program | | |
| 6 | swimming pool operation | logs and related papers pertaining to operation of a base swimming pool | | see table 91-3. |
| 7 | corrosion control | corrosion damage control, problem areas, tests, surveys, remedial action, related records used to manage corrosion control program | | |

TABLE 91-2

MAINTENANCE AND REPAIR PROJECTS AND PROGRAM REPORTS RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | project case files | estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data | approved projects | see table 86-1. |
| 2 | | | disapproved projects | |
| 2.1 | | manufacturer's catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and related papers which do not duplicates of other records on file | | |
| 3 | project informational and control files | project data, correspondence reports, and other related papers pertaining to projects approved at lower echelons | | |
| 4 | program reports | monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress | | |
| 5 | programming records | | | |
| 6 | performance evaluation program records | reports, related forms and working papers | | |

**TABLE 91-3**

**UTILITY SYSTEMS AND SERVICES**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | utilities conservation | correspondence, reports, surveys, poster designs, informational media, and related data | | destroy when obsolete or no longer needed. |
| 2 | utilities systems operation | reports of fuel consumption, service economy reports, utility systems operating logs, cathodic protection system operating logs, flow charts, temperature reports, wind velocity readings, and related data | at major subordinate commands and above | destroy after 2 years. |
| 3 | | | at bases/stations | destroy after 5 years. |
| 4 | | daily operation logs used as source data for monthly logs | | destroy after 90 days. |
| 4.1 | | heating plant daily operating logs used as source data for monthly logs | | destroy 1 year after end of fiscal year or when no longer needed, whichever is sooner. |
| 5 | | copies of Bureau of Mines coal analysis and SA-ALC fuel oil analysis | | destroy after 2 years. |
| 6 | | laboratory test reports | | destroy after 2 years or when no longer needed, whichever is later. |
| 7 | utility service | copies of contracts, all modifications and supporting evidences, lists of suppliers; contractors' rate schedules; utility operational charts, meter readings, billing data, and related informational and control data which insures that all existing utility services satisfy base requirements and conform to contract provisions | | see table 70-1. |
| 8 | energy monitoring and control systems (EMCS) | plans to connect facilities to the system which are used in programming initial installation, changes and expansions | | destroy after 1 year or when no longer needed, whichever is later. |
| 9 | electrical utility distribution systems operations | reports, studies, related electrical utility systems operations records and drawings | at bases/stations | destroy when obsolete or no longer needed. |
| 10 | swimming pool operation | logs and related papers | | destroy after 2 years. |
| 11 | corrosion control | records on corrosion damage control, problem areas, tests, surveys, remedial actions, and related matter | | destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated. |

TABLE 91-4

MAINTENANCE AND OPERATION OF ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | operating logs | forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data | original logs covering the first year of operation | destroy when power plant is removed from AF inventory. |
| 2 | | | copies of logs in rule 1 | destroy after 2 years or when no longer needed, whichever is later (see note). |
| 3 | | | logs covering all subsequent years of operation | |
| 4 | historical records | forms, such as historical record—diesel-electric generator and system, with power plant log books and graphs (performance curves), etc. which is a chronology of power plant maintenance and servicing operations | | keep with the engine-generator set; destroy when the unit is declared unserviceable and salvaged. |
| 5 | emergency generator inventory | inventory listing numbers, sizes and capacities | at bases/stations | destroy after 5 years. |

NOTE: Not authorized for retirement to a federal records center.

**TABLE 91–5**

**SANITATION AND CUSTODIAL SERVICES (see note)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | janitorial and custodial services | reports of cost, manning, and scope of services provided, with justifications for contract services and related correspondence, excluding procurement contract files | | destroy after 1 year or when no longer needed, whichever is later. |
| 2 | (RESERVED) | | | |
| 3 | garbage and refuse collection services | reports of cost, manning, daily workload logs, and contractual service records; records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files | | destroy after 2 years or when no longer needed, whichever is later. |
| 4 | | records relating to services performed by base personnel | at MAJCOMs and below | |
| 5 | | records relating to contractual services performed | | see table 70–1. |
| 5.1 | contract service or consultant records | | at HQ AFESC and below | destroy after 1 year or when no longer needed, whichever is later. |

NOTE: The records in this table are not authorized to be retired to federal records centers.

**TABLE 91–6**

**FACILITY FOLDERS AND WORK CONTROL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | facility folders | forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers | retained in a current and active status by summarizing data to consolidate file | see table 85–4. |
| 2 | work control | construction permits, work orders, work requests, material cost transfers, in-service work plans, materials and equipment lists | | |
| 3 | | service call log and job order logs | | |
| 4 | | work schedules, multiple shop job schedules, job order schedules, schedule reports, work center bench stock availability reports, materials support evaluations | | |
| 5 | | recurring work lists, collection work order number lists, work authorization lists | | |

TABLE 91-7

USAF FOREST MANAGEMENT PROGRAM RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | program planning | plans, policies, and related papers | at HQ USAF/MAJCOMs | destroy when superseded or no longer needed. |
| 2 | | | at base level | retire as permanent. |
| 3 | reporting requirements | reports of receipts and expenses from production and harvesting of lumber or timber products | at HQ USAF | destroy when obsolete or no longer needed. |
| 4 | | | at MAJCOMs and below | destroy when superseded, obsolete, or after 2 years, whichever is applicable. |
| 5 | | forest management record-unit prescription reports used to schedule work programs | at HQ USAF/MAJCOMs | destroy when superseded, or no longer needed. |
| 6 | | | at base level | retire as permanent. |
| 7 | sales and service contracts | site preparation, planting operations, technical services, and sales of forest land contracts including invitations for bids, amendments, awards, bid abstract (if applicable), and supporting papers | at forest management activities | see table 70-1. |
| 8 | individual record unit folder | work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and subunit, summary sheets, and other related papers | at base level | retire as permanent (EXCEPTION: before retiring, destroy maps, photos, etc., that do not contribute to analytical historical data). |

TABLE 91-8

AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | pavement marking control data | schedules of installations to receive marking, airfield marking program-daily activities log, airfield marking program project summary, airfield marking program-serviced base CE support cost summary, daily narrative log on vehicular operations, and related papers | at HQ USAF/MAJCOMs and HQ AFLC area monitor/scheduler | destroy after 3 years. |
| 2 | | | at major subordinate commands and bases/stations (installations receiving marking service) | destroy after 2 years. |

TABLE 91-9

AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | program data | annual snow removal plan, charts and maps | at MAJCOMs and below | destroy when superseded or updated. |
| 2 | operations control data | weather reports, status and maintenance of equipment, log of operations, and other related data | at bases | destroy when no longer needed. |
| 3 | personnel data | orders, instructions, training schedules, on-the-job qualifications, and related data | | destroy when superseded or obsolete. |

**TABLE 91-10**

**MANAGEMENT AND CONSERVATION OF LAND**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | land management maintenance | plans, authorizations, procurement of supplies, services, labor construction maintenance and related correspondence concerning environmental protection policies | at HQ USAF/MAJCOMs | destroy when superseded or no longer needed. |
| 2 | | policies pertaining to rule 1 | at HQ USAF/MAJCOMs and base level | retire as permanent. |
| *3 | training and certification of herbicide operators | technical instruction, training and certification of individuals to apply pesticides to insure adequate environmental safeguards | at MAJCOMs and base level | see table 91-12. |

**TABLE 91-11**

**BUILT-UP ROOF MANAGEMENT PROGRAM**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | built-up roof management | built-up roof list and roof inspection priority list for facilities with built-up roofs and order of inspection | | destroy when superseded by updated list. |
| 2 | | roof summary form, unmarked roof plan drawing which are summaries of roof construction on a facility | | destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account |
| 3 | | roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifications, all submittals (performance agreement, quality control records, as-built roof summaries, manufacturers certification), laboratory reports of roof sample testing, and contract management inspection records | | destroy when the existing roof system is removed and replaced, or destroy when facility is demolished and dropped from real property account. |

**TABLE 91-12**

**PEST MANAGEMENT SERVICES**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | pest management services | pest management plans, annual pest management program reviews and program records, related data, DOD management by objectives reports | | destroy after 50 years (see note). |
| 2 | | staff assistance visit reports, aerial spray environmental impact statements and validation survey reports | | destroy when superseded or on inactivation of the installation, whichever is sooner. |
| 3 | | records of pest management maintenance, historical treatment, and termite and wood decay inspections | at bases/stations | destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts. |
| 4 | | contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records | at MAJCOMs and below | destroy 1 year after termination of contract or expiration of warranty, whichever is later. |
| 5 | | listing of personnel qualified and certified to perform pest management operations, and correspondence | | destroy when superseded or on inactivation of the installation, whichever is sooner. |
| 6 | | individual's Technician Certificate of Competency | | destroy old certificate upon recertification or when individual is no longer certified or leaves the AF. |
| 7 | | pest control summary report monthly/quarterly detail/error listing | at bases/stations | destroy after 30 days or when no longer needed. |
| 8 | | pest control summary report | | destroy after 2 years. |
| 9 | | detail cards and correction cards, transcripts for pest reports | | destroy after all processing is completed or when no longer needed. |
| 10 | | pest control summary report (cumulative listing) | at MAJCOMs and below | destroy after 3 years. |
| 11 | | | at AFESC | destroy after 50 years (see note). |
| 12 | | approval letters for nonstandard pesticides and equipment | at MAJCOMs and below | destroy when the pesticides and equipment are no longer used or are not in possession of the installation. |

**NOTE:** Destroy 50 years from the date of the establishment of the records or 50 years after the date of the enactment of Public Law 96-510, 11 Dec 80, whichever is later. If the Administrator of the Environmental Protection Agency requires longer retention of these records for the protection of the public health of welfare, submit a request to HQ USAF/DAQD(S) for approval of this revised retention period.

**92. Fire Protection.** This table covers records pertaining to all aspects of fire protection engineering, fire prevention, actual fire fighting, and related rescue services in connection with functional fire protection requirements for real property, facilities, material, aerospace vehicle and associated weapon systems support operations and processes on the ground and/or in the vicinity of AF installations or other identified locations.

**TABLE 92-1**

**FIRE PROTECTION**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | fire department training | training standards, objectives, methods of operation and schedules | | destroy when superseded or obsolete. |
| *2 | | reports of proficiency training and supporting records | | destroy after 1 year. |
| *3 | | charts indicating status of training of firefighters used to maintain training status | | destroy when replaced, obsolete, or no longer needed. Destroying includes erasing or taping over. |
| *3.1 | | individual proficiency certification/evaluation records | filed in consolidated training record | forward with consolidated training record when individual is reassigned (see table 35-1, rule 1). |
| 4 | pre-fire planning | plans, maps, charts, drawings, and civil and military fire organization liaison agreements, with other data reflecting water source supply locations, hydrants, sprinklers and alarm systems, other fire fighting equipment, routes to follow, and data on the features of a building | | destroy when superseded or obsolete. |
| *5 | fire protection equipment | standards, specifications, photos, research and development evaluations, programming and procurement data, inspection records, and other informational data | | destroy when obsolete or no longer needed. |
| 6 | fire protection inspections and tests | checklists and similar forms used in conducting real property inspections, including inspection and tests of installed systems of fire extinguishing, alarm, and detection equipment, portable fire extinguishers, etc. | | destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable. |
| 7 | | reports of fire hazards and/or deficiencies | | destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see table 88-2). |
| *8 | daily fire activities | the fire record journal | | destroy 2 years after date of last entry. |
| *9 | | daily fire log, and comparable fire activities data | | destroy after 2 years (see note 1). |
| *10 | | source or feeder-type reports that support records in rules 8, 9 and 14 | | destroy after 1 year or when purpose is served, whichever is sooner (see note 1). |
| *10.1 | | voice recorder tapes | at fire departments | erase after 15 days. (Exception: retain tapes involved in incident reports, investigations, or legal actions until case is settled; and then erase). |
| *11 | fire protection statistical summary | records of statistical recapitulations of the total annual fire loss experience | at AFESC | retire a master copy of the annual statistical summary as permanent (see note 2). |
| 12 | | | at MAJCOMs and below | destroy after 2 years. |
| 13 | | feeder reports to the annual statistical summary | | destroy after 1 year or when no longer needed, whichever is sooner. |
| *13.1 | | activity report | | destroy 2 years after reporting year. |
| *14 | fire incident and rescue reports | individual and consolidated reports, and related data (hard copy records) | | destroy 2 calendar years after reporting year (see note 1). |
| 15 | reciprocal agreements | mutual aid, and joint use civil airport operations agreements | | destroy when agreement is superseded or terminated. |

TABLE 99-1. CONTINUED

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *16 | welding, cutting and brazing permits | AF Form 592, USAF Welding, Cutting and Brazing Permit | at fire departments | retain pending disposition approval (see note 3). |
| 17 and 18 | RESERVED | | | |

NOTES:

*1. Retain records on accidents resulting in legal action until case is settled, then destroy.

*2. Offer to National Archives in 10 year blocks when the latest record in the block is 20 years old.

*3. Should a fire result from the operation, make the AF Form 592 a part of the investigation report.

93. **Special Civil Engineering.** These tables include special activities relating to troop application and contingency planning of civil engineering not covered in other civil engineering series. Includes RED HORSE and PRIME BEEF policy, procedures and operations.

TABLE 93-1

PRIME BEEF (PB—PRIME BASE ENGINEER FORCE) RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | posturing (planning) | manning requirements (MAJCOM and base) with related correspondence | at AFESC and below | retire as permanent 3 years after superseded. |
| 2 | manpower | recommended, approved or disapproved conversions, and upgrade/downgrade actions | at AFESC | retire as permanent after 5 years. |
| 3 | | | at MAJCOMs and below | retire as permanent after 3 years. |
| 4 | deployment | volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments | at AFESC and below | retire as permanent after 5 years. |
| 5 | contingency/ operations plans | plans with related background material | | destroy when superseded. |
| 6 | PB committee meetings | minutes of meetings | | destroy after 2 years unless rule 1, 2 and 3 governs. |
| 7 | mobility folders | individual team member certificates and records | at MAJCOMs and below | destroy upon transfer of member. |
| 8 | reports | training reports, plans, objectives, results and recommendations | at AFESC and below | destroy after 2 years or when no longer needed. |
| 9 | | DCI/RCI inspection reports and results | | |
| 10 | | staff assistance visit reports and recommendations | | destroy after 2 years unless rule 1, 2 and 3 governs. |
| 11 | | E team status reports | at AFESC and MAJCOMs | destroy after 5 years. |
| 12 | | mobility status reports (Beef-C and F team) condition reports | at HQ USAF | |
| 13 | | | at MAJCOMs and below | destroy after 2 years. |
| 14 | | BRASS reports, data cards, detail listings and reports | at AFESC and below | see table 85-1 for disposition. |

TABLE 93-2

CIVIL ENGINEERING RED HORSE PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | programming records | records that reflect the development, formulation and issuance of policies, procedures, and the exercises of managerial control of RED HORSE programs | at HQ AFESC | retire as permanent (see note 3). |
| 2 | plans | contingency/operations and MAC affiliation plans with related background material | | destroy when superseded (see note 2). |
| 3 | deployment and project files | estimates, military construction project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control) | at HQ AFESC and MAJCOMs | destroy 3 years after completion of project. |
| 4 | | | at bases | see table 89-1. |
| 5 | | | on projects that have been disapproved | destroy after 2 years. |
| 6 | | | at RED HORSE squadrons | destroy when no longer needed (see note 1). |
| 7 | reports | mobility status reports (C-ratings) on personnel and equipment | | destroy after 2 years, or when no longer needed, whichever is sooner. |
| 8 | | squadron activity reports | | |
| 9 | | vehicle status reports with information on vehicle location, losses and gains | | |
| 0 | | personnel and TDY manning reports | | |

OTES:

Within 30 days after acceptance, send DD Form 1354, Transfer and Acceptance of Military Real Property, to the host BCE and one set of producible as built drawings, all brochures of warranties on installed equipment and any maintenance data that might aid the BCE personnel.

See table 28-1 for wartime plans.

Offer to the National Archives when 10 years old.

**95. Audiovisual Systems.** These tables cover records pertaining to all aerial and ground still photography, motion picture photography, sound recordings, and television, except reconnaissance photography, telemetry, and Armed Forces radio and television service.

TABLE 95-1

STILL PHOTOGRAPHY/GRAPHICS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | official record photographs, with original negatives or transparencies (see note 1) | | | send according to AFRs 95-3 and 95-4 to 1361st Audiovisual Squadron, AAVS (MAC) (see note 5). |
| 2 | photographs made a part of a project file, report, or similar group of records | | | retire or dispose of with records of which they have been made a part. |
| 3 | original negatives (see note 2) | negatives from which prints have been submitted with reports | submitted with unsatisfactory, damage, accident, and similar reports | destroy after 3 months. |
| 4 | | negatives and extra prints of photographs of AF officers | not at base photographic laboratories | destroy on death or retirement of the individual (see note 3). |
| 4.1 | | | required by AFR 36-93 at base photographic laboratories | destroy after 2 months (see note 3). |
| 5 | | negatives of photographs of purely local interest made for public relations use | | destroy when no longer needed. |
| 6 | | negatives which are valueless due to faulty photography, or because of similarity are considered to be duplications | | destroy. |
| 7 | original negatives or prints produced in training or practice (see note 4) | subject matter not desired for record | | destroy when no longer needed. |
| 8 | duplicate negatives or prints | | | |
| 9 | photographs not covered above | | | |
| 10 | graphic/photographic work orders | work requests and related papers | | destroy 6 months after applicable production reports are prepared. |

NOTES:

1. Report any still photographic collection not covered in this table to HQ USAF/DAQD(S) for appropriate disposition instructions.
2. Disposable negatives and prints may be retained beyond prescribed retention period only when recommended for retention by the MAJCOM or NAF commander.
3. EXCEPTIONS: As specified in AFR 36-93.
4. Photographs made as part of examinations or exercises before the completion of training courses are not retained as a part of the student's permanent record.
5. The 1361st Audiovisual Squadron retains until no longer needed, then recommends to HQ USAF/DAQD(S) offer to the National Archives. Offers should be chronological segments or within logical file arrangement. HQ USAF/DAQD(S) provides disposition instructions on unaccepted offers.

**TABLE 95-2**

**MOTION PICTURE PHOTOGRAPHY**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | record audiovisual photography | motion picture photography, video tapes, and related audio recordings | | send under AFRs 95-3 and 95-4 to DAVA-N-LGD, Norton AFB CA 92409 (see notes 1 and 2). |
| 1.1 | educational television (ETV) official record records | | | |
| 2 | official release prints | all prints distributed through the AF Audio Visual Library System under AFR 95-4 | | do not dispose of without authority of AF Central AV Library. |
| 3 | copies of material which has been forwarded to the USAF Central Motion Picture Depository (CMPD) | master positives, duplicate negatives, or prints | | destroy or salvage when no longer needed (except rule 2). |
| 4 | local interest photography | films exposed for base information service, local television news programs, and other purely local interest purposes | | |
| 5 | film produced in testing film or photographic equipment or in training photographers | | | |
| 6 | photography produced by other agencies | prints no longer useful or not pertinent to AF activities | | |
| 7 | original photography which is unusable because of inferior quality | | | |
| 8 | film requiring emergency disposal | | | see AFR 12-50, vol I, paragraph 4-5. |
| 9 | photographic artwork | drawings, animations, cartoons, titles and selected mounted photographs covered with acetate foil on which pertinent instructions are written | | salvage for other uses, or destroy after completion of project. |
| 10 | commercial projects | requests for production; outlines and/or treatments; final scripts; talent releases; music rights and cue sheets; reports on final conference, progress, status performance, crew, travel and temporary duty; certificates for authorized changes and script coverage; production contracts; supplemental agreements; change orders; authorizations for payment; and notices of final payment of the contract | at HQ USAF/ MAJCOMs/major subordinate commands | destroy 20 years after motion picture is accepted by AF (EXCEPTION: see note 3). |
| 11 | | | below major subordinate commands | destroy 6 years after final payment for projects (EXCEPTION: retain one copy of final script, talent releases, and music rights until final disposition of related films). |
| 12 | in-service production records | records pertaining to preparation of complete motion picture film or filmstrip subjects for use in training, orientation, indoctrination, and public information; original requests and formats, approvals, production assignment, approved scripts, correspondence regarding production, final approval, and initial release print requirements | at HQ USAF/ MAJCOMs/major subordinate commands | destroy 20 years after production of the motion picture (EXCEPTION: see note 3). |
| 13 | | | below major subordinate commands | destroy 2 years after completion of project. |

TABLE 95-2. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 14 | in-service project records | records pertaining to assignment of AF units for photography, varying from a few shots to several reels; requests for photography, letters of assignment, and project status reports (see rule 12 for preparation of complete subjects) | at HQ USAF/MAJCOMS/major subordinate commands | destroy 20 years after production of the motion picture (EXCEPTION: see note 3). |
| 15 | | | at HQ AAVS staff offices and below major subordinate commands | destroy 2 years after completion of project. |
| 16 | instrumentation film | | | see table 80-3. |
| 17 | film salvage or destruction | records relating to the destruction or salvage of film and film strips. i.e., notices or certificates of destruction | below major subordinate commands | destroy after 2 years. |
| 18 | | | at USAF Central Audiovisual Depository | destroy after 5 years. |
| 19 | film service request records | service project records, including initial request for motion picture film and sound tapes, and related records | | destroy 2 years after closeout of film service project. |
| 20 | acquisition records | accession forms, receiving records and similar items indicating film subjects received and entered into the USAF Central Audiovisual Depository | | destroy after 2 years, or when no longer needed, whichever is sooner. |
| 21 | loan records | control records on film loaned to laboratories for reproduction and on film borrowed from NARS | | |
| 22 | film control records | records used to control motion picture film within the USAF Central Audiovisual Depository such as master cards, retention cards, film cutter records, footage reports, inventory change records, shelf lists, classification/downgrading records, withdrawal records, shipping control records and similar records | at the USAF Central Audiovisual Depository | destroy after 2 years, or when no longer needed, whichever is sooner. |
| 23 | | locator cards | | hold throughout the life of the USAF Central Audiovisual Depository. They have the same ultimate disposition as the records to which they pertain. |
| 24 | records disposition schedules | directives and schedules governing motion picture film disposition | | destroy on discontinuance of function, or when no longer needed, whichever is sooner. |
| 25 | card catalogs and locator aids | project number cards and title cards (see note 4) | | hold until the film is destroyed or transferred to another agency (see note 2). |
| 26 | | film number, subject, and categorical index cards and master archival records of films retained in the USAF Central Audiovisual Depository | | |

NOTES:

1. Report any motion picture collection not covered in the table to HQ USAF/DAQD(S) for appropriate disposition instructions.
2. The USAF Central Motion Picture Depository retains until no longer needed, then recommends HQ USAF/DAQD(S) offer to the National Archives. Offers should be chronological segments or within logical file arrangement. HQ USAF/DAQD(S) provides disposition instructions on unaccepted offers.
3. Project files related to films offered to and accepted by the National Archives will be transferred to the National Archives with related film.
4. Duplicate copies may be retained until no longer needed.

**TABLE 95-3**

**SOUND RECORDINGS AND TELEVISION TAPES**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | sound recordings | those transcribed to paper records | | erase or destroy immediately. |
| 2 | | those not transcribed to paper | | request disposition record material instructions through channels from HQ USAF/DAQD(S) (see note 1). |
| 3 | | | | destroy transitory material when no longer needed. |
| 4 | video tapes | record material | at organizations responsible for television operation and the generation of video products | transfer to film; erase and reuse tapes (see note 2). |
| 5 | | transitory subject material | | erase and reuse tapes. |

NOTES:

1. The letter requesting disposition instructions will include a full description of the subject matter or event recorded, and the purpose for which the recording was made.

2. See table 95–2, rules 1 and 1.1 for disposition of film.

This table covers records pertaining to administration and operation of the Audio Visual Library Service, a program by which motion picture films, film strips, slides, related transcriptions, and projection equipment are stored, accounted for, and distributed to AF activities.

TABLE 95-4

AUDIO VISUAL (AV) LIBRARY SERVICE

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | base AV library audio-visual materials request | correspondence issued and returned with film | | destroy 1 year after date of issue. |
| 2 | | correspondence held base AV library or film-issuing activity | | destroy on return of film. |
| 3 | AF Central AV Library audio- visual materials request | forms | held by the requester-base AV library | destroy 6 months after date of request. |
| 4 | | | held by the requestor—other than a base AV library | destroy on turn in of film. |
| 5 | | | at AF Central AV library | destroy 1 year after receipt. |
| 6 | | | (RESERVED) | |
| 7 | | | (RESERVED) | |
| 8 | | | originals retained by overseas regional AV library | destroy on return of film. |
| 9 | (RESERVED) | | | |
| 10 | (RESERVED) | | | |
| 11 | confirmation forms | confirmation of booking and or status of film, and other confirmation forms | held by requestor | destroy 6 months after date of request. |
| 12 | (RESERVED) | | | |
| 13 | invoices | forms issued and returned with film to regional AV library | | destroy when utilization data is transcribed to other records. |
| 14 | | film shipping cards, i.e., punched cards used as invoice record and as input source for film due-in listings, film returns, shipping lists, and utilization data | | destroy 90 days after date of last action. |
| 15 | film print control file | a card for each print in an AV library used for inventory and data use | | destroy 1 year after return of film to the AF Central AV Library or regional AV library. |
| 16 | | continuation cards for film prints having numerous transactions | | destroy 6 months after date of last entry on card. |
| 17 | master film record forms | | | destroy 1 year after subject is withdrawn, or all prints are disposed of, whichever is later. |
| 18 | individual print and booking record forms | | | destroy on removal of print from active stock. |
| 19 | film service account number control records | records accumulated in administration of the mechanized film booking and accounting system at AF Central AV Library reflecting assignment of account numbers to authorized film-using activities | | held throughout the life of the AF Central AV Library mechanized film service program, then destroy (see note 1). |
| 20 | card catalog | film number, subject and categorical index of the films in the AF Central AV Library | | hold throughout the life of the AF Central AV Library and destroy (see note 1). |
| 21 | film inspections and acceptance | reports on material inspection, receiving and acceptance of prints, and related correspondence | in AF Central AV Library case files of individual films | See rule 38. |
| 22 | | | in central film libraries | destroy after 1 year. |

**TABLE 99-4. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 23 | film library accessions | accession forms, stamped receiving records, and similar items indicating film subjects received and entered in to the AF Central AV Library and groups of identifying print letters assigned | | see table 205-1 on classified films retained with accountability records. |
| 24 | | | | see rule 38 on unclassified films. |
| 25 | film utilization data | forms used by regional libraries to record film showing and attendance data for each film subject | | destroy 6 months after submission of semiannual inventory and utilization report. |
| 26 | film master booking status | | | destroy 6 years after film subject is withdrawn from service. |
| 27 | equipment control | cards for each piece of audio visual equipment in the inventory | | destroy 1 year after equipment is turned in, salvaged, or otherwise removed from the inventory. |
| 28 | | continuation cards required on items having numerous transactions | | destroy 6 months after date of last entry on card. |
| 29 | classified film repair | records on repairs and alterations made to each print of film classified Secret | | destroy 30 days after inspection of film. |
| 30 | distribution and control records (see note 2) (machine listings) | master booking lists | | destroy 30 days after receipt of new list. |
| 31 | | master address list | | destroy 60 days after receipt of new list. |
| 32 | | short term loan due-in lists | | |
| 33 | | long term loan lists (see note 3) | | |
| 34 | | voucher lists | | destroy 1 year after date of list |
| 35 | | daily address lists | | destroy after receipt of new master list. |
| 36 | | daily transaction list | | destroy after 6 months. |
| 37 | | daily error lists | | |
| 38 | individual film case files | records pertaining to print requirements, distribution, film identification, technical accuracy, photographic quality film evaluation, replacement, security classification, exhibition clearances on film subjects approved, adopted, or procured for distribution; may contain copies of contracts and material inspection and receiving reports, production requests, script | | destroy 5 years after film is declared obsolete or removed from AV library system. |
| 39 | individual AV library case files | correspondence and related material reflecting authorization for establishment of libraries, reports of field liaison visits, inspection reports, AV service requirements, AV library facilities | | destroy 1 year after inactivation of base. |
| 40 | film inventory and use reports and continuation sheets | reports | at activities serviced by oversea regional AV libraries | destroy 3 years after closing date of report. |
| *41 | | machine listings used to compile reports | at AF Central AV Library and activities serviced directly by that Library | |
| 42 | film evaluation and summary reports | summary reports filed in case file of individual film | | see rule 38. |
| 43 | | film evaluations, with attached summary reports | | destroy after 1 year. |

NOTES:

1. When function is assumed by another unit, transfer records to the gaining unit.
2. Hold 31 March and 30 September listings of classified films until the semiannual inventory and audit of classified films is completed.
3. Hold those for 30 June and 31 December with semiannual film inventory and use reports (see rule 40) for each period.

**96. Mapping, Charting and Geodesy.** These tables apply to all AF activities producing or acquiring mapping, charting and geodesy (MC&G) records. They do not cover aerial and ground still photograph and related photographic records (see tables in the 95-series), except for prints as source material.

DMAAC/SDDLA, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Aeronautical Chart Library.

DMAAC/GDGG, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Gravity Library.

DMAAC/ADL, 8900 S. Broadway, St Louis MO 63125, operates the Free World Air Facilities and Flight Information Data Library.

**TABLE 96-1**

**MAPPING, CHARTING AND GEODESY (MC&G) RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | requirements, investigations, and validations | copies of directives, correspondence, reports of surveys, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing MC&G programs | | destroy when no longer needed. |
| 2 | development project files | produced or not produced technical cartographic data and documentary evidence of sources and methods used and results of background studies or reports created to facilitate or support charting production programs | | destroy when no longer needed, or when production of resultant cartographic product is discontinued, whichever is sooner. |
| 3 | compilation instructions and histories, specifications, and research reports (see note 1) | records produced for AF use which define and delimit areas to be charted, contents or charts, and publications (including lithographic copies and techniques and methods followed), and also may include compilation reports, job specifications, and specific reference to aerial photography and other source materials used for such information, cultural and natural features, place names, boundary lines, aeronautical information, and similar data basic to the content, accuracy, and reliability of charts and publications | | send to DMAAC/SDDLA when no longer needed. |
| 4 | compilation manuscript working files | charts, maps, or aeronautical information publications compiled from one or several other charts, maps or related sources | | destroy when no longer needed, or after publication of resultant map, chart, or publication, whichever is sooner (see note 2). |
| 5 | film negatives | photographically scaled negatives from each color separation drawing, used for preparing metal press plates for final lithographic phase of map, chart, or aeronautical publication reproduction | held by the producing agency as long as corresponding charts, maps, or aeronautical information publications are current and used for additional printings | destroy when superseded or obsolete. |
| 6 | research reference records (see note 1) | written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance | held by the producing activity | destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner. |

**NOTES:**

1. Forward one copy to DMAAC/SDDLA.
2. **EXCEPTION:** Items determined to be unique or of continuing value may be retained by the creating activity until superseded, obsolete, or no longer needed.

Mapping and charting records include various forms of aeronautical charts, targeting charts, weather charts, sensor simulator plates, terrain models, and similar products produced for training, operations, intelligence, air navigation, and other logistical operations, or for use in conducting or supporting strategic and tactical air operations.

**TABLE 96-2**

**MAPPING AND CHARTING**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting** | **which are** | **then** |
| 1 | source materials | geodetic control data; terrestrial and aerial photographs and charts; evaluated reports of prior mapping, hydrographic, hypsographic, magnetic, gravimetric, oceanographic, and meteorological data; and descriptive or related intelligence reports (see note 1) | | send descriptive lists to appropriate DOD library; reporting activity will be advised of disposition. |
| 2 | | | other material | destroy when superseded or obsolete, or when no longer needed. |
| 3 | printed, photoprocesses, and similarly produced charts and maps (see note 2) | charts, maps, atlases, portfolios, photomaps, and all related indexes, in map or other form, including each edition or variant thereof, produced for or by the AF | held by the producing activities | destroy when no longer needed. |
| 4 | point positioning data bases (PPDBs) | preprocessed sets of photographs | | return to Defense Mapping Agency (DMA) on receipt of replacement materials, or when no longer needed, whichever is sooner (see note 3). |

NOTES:

1. They may also include intelligence information; see tables in 200-series for disposition instructions.
2. Forward 2 copies to DMAAC/SDDLA.
3. The mailing address for the DMA PPDB Repository is: Director, DMA Aerospace Center, ATTN: SDD/PPDB Repository, St Louis AFS, MO 63118. Send classified PPDBs via ARFCOS, and unclassified PPDBs via First Class Registered Mail.

**TABLE 96-3**

**AERONAUTICAL INFORMATION**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | source materials | NOTAMs, airfield photographs, engineering drawings, and communications from AF activities, FAA, C&GS, Navy Oceanographic Office, and other Government agencies (see note) | | send original description lists to the appropriate DOD library; reporting unit will be advised of disposition. |
| 2 | | | | destroy copies when no longer needed. |
| 3 | aeronautical information publications | final reproduced copies of flight planning records, en route high/low altitude charts, terminal flight information publications, foreign clearance guides, and similar documents produced for AF use | held by AF activities | destroy when superseded, obsolete, or no longer needed. |

NOTE: They may also include intelligence information; see tables in 200-series for disposition instructions.

Geodesy records are created, acquired, used, or collected by AF elements in obtaining gravity surveys; horizontal control by the performance of aerial electronic geodetic surveying, aerial electronic-controlled photography, or by other types of geodetic surveying; and in obtaining vertical control by aerial electronic survey or other methods.

**TABLE 96-4**

**GEODESY RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | basic and or field records | data derived from satellite tracking systems or conventional systems or conventional surveys (such as HIRAN, SHIRAN, gravity, astronomic, traverse, triangulation, or observed data); data which may reflect on the precision of the observations; and field computations involving this data (see note) initially processed in the field or at the home station | initially processed by organizations performing the survey | destroy when no longer needed. |
| 2 | | | initially adjusted or reduced geodetic or gravity data | send one copy to DMAAC/GDGG. |
| 3 | | | | destroy preliminary computations when no longer needed. |
| 4 | office records | computations involved in determining final values to be derived from observed data by adjustment or some other process | at organizations performing computation | destroy originals when no longer needed. |
| 5 | | | geodetic or gravity data | send two copies to DMAAC/GDGG. |

NOTE: Observed data may be recorded on film or tape, or hand recorded in field books or on forms. Computations accomplished at the home office, but which are the type usually performed in the field, are considered field records.

**100. Communications–Electronics (C–E).** These tables cover records pertaining to policies, procedures, standards, and operational doctrine for overall direction and planning of C–E systems, including radio frequencies, communications security and cryptographic equipment, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, and electronic warfare equipment (air and ground). They also cover development of command control and communications security/cryptographic matters and the AF Military Affiliate Radio System (MARS).

**TABLE 100-1**

**FREQUENCY MANAGEMENT RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | radio frequency authorizations | listings of radio frequency authorizations (RFAs) and JFP assignment messages | at HQ USAF and MAJCOMs | destroy when superseded or cancelled. |
| 1.1 | | | at major subordinate commands and C–E stations | send to gaining command on transfer of C–E station or destroy when superseded or cancelled. |
| 2 | radio frequency interim assignments | interim (temporary) assignment notification forms and assignment messages | at HQ USAF and MAJCOMs | destroy when no longer needed. |
| 2.1 | | | at major subordinate commands and C–E stations | transfer to gaining command on transfer of C–E station or destroy when no longer needed. |
| 3 | radio frequency historical data | data relating to activations and deletions, and to proposals, interference and engineering | | destroy when no longer needed. |
| 4 | propagation records | studies and related data on a particular path | | destroy when no longer needed. |
| 5 | radio frequency utilization reports | punched cards or listings of usage data | at HQ USAF | destroy after 2 years. |
| 6 | | | at MAJCOMs | destroy after 1 year. |
| 7 | circuit files | correspondence, electrical messages, and related data of an historical nature pertaining to a particular circuit or activity using frequencies | at frequency management offices at major subordinate commands and above | destroy 5 years after deactivation of circuit or inactivation of using activity. |
| 8 | | | at frequency management offices below major subordinate command | destroy on deactivation of circuit, or when no longer needed, whichever is sooner. |

TABLE 100-2

USAF HIGH FREQUENCY (HF) RADIO STATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | master station logs | records of events within the station | | destroy after 3 months. |
| 2 | air/ground or point-to-point logs | records of activity at the operating position | | destroy after 30 days. |
| 3 | radio circuit operations records | transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message/contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages and forms used in circuit operations | | |
| 4 | recorder tapes | recordings of air/ground or point-to-point communications by electrical means | | erase after 30 days. |
| 5 | mission related documents | itineraries, special communications support messages and communications alert/activation messages | | destroy after 30 days, or on completion of mission, whichever is later. |
| 6 | equipment/circuit outages | logs or forms | | destroy when equipment or circuit is returned to operations, or after 3 months, whichever is later. |
| 7 | station activity reports | records of station activity, traffic count/analysis, frequency usage and station personnel status | | destroy after 1 year. |
| 8 | aircraft accident or loss of human life | all records described in rules 1 through 7 above | | destroy on completion of investigation, or after 6 months, whichever is later. |
| 9 | emergency, contingency or mobile HF operations documents | HF communications support in other than routine circumstances | | destroy on completion of after action report, or after 6 months, whichever is later. |
| 10 | HF communications training for reserve forces | accumulated during unit training assemblies | | destroy after 3 months. |

TABLE 100-3

C-E PROGRAM IMPLEMENTATION

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | plant-in-place records (PIPRs) | complete master set showing what, where, and how C-E equipment is installed or is planned to be installed, including installation records/drawings, program documents, C-E schemes, interim records and base C-E records | at the C-E facility operating activity | send to gaining activity or agency when C-E facility is transferred from AF jurisdiction, except destroy individual records when they are superseded or obsolete. |
| 2 | | | at all other activities | destroy when superseded or obsolete. |
| 2.1 | | master copies of site adapted communications drawing records for AF bases/sites and miscellaneous related records | at AFCC area Headquarters which have engineering/installation responsibility | destroy miscellaneous records when superseded or become obsolete. Master copies of site adapted drawing records for inactivated bases/sites will be sent to acquiring activity at the time of release from caretaker status. |
| 3 | C-E schemes | a formatted engineering and installation plan that provides installation standards, objectives and performance predictions; a detailed resume of support construction (SCL); a listing of C-E materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures; and test guidance for the installation team | | destroy original (master) scheme 2 years after program completion or cancellation. |
| 4 | | | copies at C-E facility operating location | forward to PIPR file after completion of the program or destroy 2 years after scheme cancellation. |
| 4.1 | | | base wire cable schemes at C-E facility operating location which is serviced by commercial telephone company | destroy 1 year after final billing. |
| 5 | | | at supply activities | see table 67-2. |
| 6 | | | at all other activities | destroy 6 months after completion and acceptance of the C-E installation or scheme is cancelled, except that test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for analysis of test and performance will be destroyed when no longer needed. |
| 7 | C-E project engineering files | records relating to the performance of C-E systems and scheme engineering that are not included in the formal scheme package, such as survey reports; evaluation of alternative sites or methods; systems analysis, calculations, and predictions of facility/system performance; logs and other recordings of measured parameters; progress reports; management actions; cancellation notices; requests for technical and site data; and other source material | at organization have C-E scheme engineering responsibilities | destroy 2 years after program completion or cancellation of the C-E system or scheme. |
| 8 | contract services funding | fund forecast reports | | destroy after 1 year. |

TABLE 100-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 9 | | approved individual fund requests and related records | | destroy 2 years after acceptance of the installation. |
| 10 | | disapproved individual fund requests and related records | | destroy after 1 year. |
| 11 | communications-electronics implementation plans (CEIPs) | a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support | at the program manager level | hold with associated program document (table 100-4, rule 4). |
| 12 | | | at MAJCOMs | |
| 13 | | | at facility operating activities and base communications offices | send to PIPR file after acceptance of facility. |
| 14 | | | at other support activities | hold with associated program document (table 100-4, rule 4). |
| 15 | communications-electronics implementation directives (CEIDs) | HQ USAF or HQ AFCC direction and guidance for the implementation of approved SORs | at HQ USAF and HQ AFCC | destroy when no longer needed. |
| 16 | | | at base communications offices | file with program records in PIPR file after program completion. |
| 17 | | | at all other activities | hold with associated program document (table 100-4, rule 4). |

TABLE 100-4

GROUND C-E FACILITY PROGRAMMING, PLANS, AND TECHNICAL REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | C–E programming records | USAF program communications | at HQ USAF | destroy when no longer needed. |
| 2 | | | at MAJCOMs/major subordinate commands | destroy on receipt of superseding record. |
| 3 | C–E statements of requirements (SORs) | approved programming records and related records prepared according to USAF communications–electronics programming guidance | at facility operating activity programming office | transfer to PIPRs after acceptance of facility. |
| 4 | | | at activities other than facility operating activity program office | destroy 1 year after commissioning of the last facility included in the plan. |
| 5 | | disapproved programming records and related records | | destroy 1 year after disapproval. |
| 6 | | cancelled programming records and related documentation | at activities other than programming and implementing MAJCOM | destroy 1 year after cancellation. |
| 7 | | cancelled SORs and related data | at programming and implementing MAJCOM | destroy 1 year after cancellation. |
| 8 | | (RESERVED) | | |
| 9 | PCSP workbooks | | | destroy 4 months after the as of date. Hold magnetic tapes for a minimum of 3 months after the as of date. |
| 10 | communications-electronics (C–E) program status reports | controlled and uncontrolled reports related to a specific programs or several programs | | destroy after 6 months, or when superseded, whichever is later. |
| 11 | tactical requirements case files | concepts of operations and related correspondence pertaining to requirements, concepts, and descriptions of future tactical communications electronic equipment | at HQ USAF/MAJCOM OPRs, major subcommand levels | hold 1 year after completion of the project (case), then destroy. |
| 12 | (RESERVED) | | | |
| 13 | administrative program communications support program changes | transcript sheets, PCAM cards, and PCAM listings | | destroy 4 months from date of record or when no longer needed, whichever is later. |
| 14 | Base Communications–Electronics Plan (BCEP) (resulting from annual meeting of the base C3RB) | a listing prepared by the base C–E officer of all existing C–E facilities and plans to change those facilities or acquire new C–E capabilities (future requirements are projected over a 5-year period) | at the host base | destroy 5 years after annual C3RB meeting. |
| 15 | | | at MAJCOMs, and activities other than those in rules 14 and 16 | destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in MAJCOM C3 Program Plan. |
| 16 | | | at servicing AFCC E-1 Communications areas | destroy 1 year after all projected new requirements have been recorded in SORs. |
| 17 | equipment lists, technical orders, and publications | standard facility lists, standard installations instructions, technical orders and other technical publications, CEM policy guidance and procedures, with supporting records | at OPR | retire as permanent. |
| 18 | | | at other than OPR | destroy when superseded or rescinded. |

TABLE 100-4. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 19 | Command and Control Communications Requirements Board (C3RB) | agenda, minutes of meetings, and related documents | at OPR | destroy after 2 years. |
| 20 | | | at other than OPR | destroy after 1 year. |
| 21 | required operational capability (ROC), system package program (SPP), requirement action directive (RAD) | ROCs, SPPs, RADs and directly related correspondence | at MAJCOM OPR | retire as permanent |
| 22 | | | other then MAJCOM OPR | destroy 12 months from date of program completion. |

TABLE 100-5

GROUND RADAR AND TRACALS EVALUATION RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | quality control reports | detection performance data; quality control chart; quality control inspection sheets and comparable records used to record equipment performance | at sites | destroy after 1 year. |
| 1.1 | | | at monitoring headquarters | destroy when no longer needed. |
| 2 | evaluation reports | station, system, and special evaluation reports | at MAJCOMs | |
| 3 | | | at preparing evaluation units | |
| 3.1 | | technical records, still photos, charts, data forms, plans, report inclosures, survey data, etc., used as a data base for preparing reports | | |
| 4 | | station, system, and special evaluation reports | at sites and monitoring headquarters | destroy on inactivation, or when superseded by new report, whichever is sooner. |
| 5 | ground radar station reports | continuous evaluation original reports | | destroy 1 year after end of the year in which last entry is made. |
| 6 | | reports consolidated in command periodic reports | | destroy 3 months after end of report period. |

TABLE 100-6

C-E EQUIPMENT NOMENCLATURE, EQUIPMENT, RECORDS, AND ENVIRONMENT FILES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | equipment nomenclature cards | form records of new assignments of electronic equipment and components | | destroy when superseded or obsolete. |
| 2 | airborne equipment records | work statements, letters, messages, engineering and installation plans, reports, charts, studies, directives, budgetary estimates, proposals, reviews, and field test of equipment | | destroy 2 years after equipment is dropped from inventory, or project is inactivated, whichever is sooner. |
| 3 | environment files | forms and related records created incident to reporting to the Electromagnetic Compatability Analysis Center (ECAC) the installation of new fixed, previously unreported, and dismantled or removed C-E equipment | | destroy 6 months after receipt of updated printouts. |
| 3.1 | | machine printouts which provide selected information extracted from electronic equipment data forms for each unit of equipment | | destroy upon receipt and verification. |
| 4 | intrabase radio record | intrabase radio records, and copy of equipment warranty when applicable | used to record historical contract maintenance and cost/warranty data for government owned intrabase radios under warranty | destroy upon expiration of warranty (EXCEPTION: hold the Intrabase Radio Documentation forms until the radio is deleted from the inventory, then destroy). |
| 5 | (RESERVED) | | | |

TABLE 100-7

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | material accounting records | field and AF Cryptologic support Center (AFCSC) vouchered COMSEC accounting report, related records and correspondence; AFCSC COMSEC vault and USAF COR records consisting of statistical data for stat books; holder, shipping, allocations and stock files; related records; and work orders | at AFSCS | destroy after 3 years. |
| 2 | | | at holder accounts and COMSEC Account 616600 | destroy as described in certificate of accounting clearance |
| 2.1 | | daily or shift inventories | at holder accounts | destroy 6 months after monthly cutoff. |
| 2.2 | | local destruction reports of accountability legend 3 (used or unused that has been placed into effect), and legend 4 material classified secret or above | | destroy 2 years after date of material destruction. |
| 3 | | record of custodians | | destroy 1 year after assumption by a new custodian. |
| 3.1 | | transfer reports, work orders, and related records for items on loaned/borrowed status | at AFCSC | destroy 3 years after loaned/borrowed transaction is terminated. |
| 4 | | copies of records covered in rule 1 | at monitoring headquarters | destroy when superseded, obsolete, or no longer needed. |
| 5 | accounts inspection records | command inspection reports and related records | | destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner. |
| 5.1 | | semiannual self-inspections | | destroy after MAJCOM annual inspection is performed. |
| *6 | Visitor Register | AF Form 1109 | at holder accounts | destroy after 1 year. |
| 7 | incident (compromise) files | reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material as required by AFKAG 1 | at AFCSC | destroy 3 years after year in which incident file is closed. |
| 8 | | | at MAJCOM and monitoring intermediate headquarters | destroy after incident file is closed, provided physical and cryptographic log is maintained (see rule 11). When log is not maintained, destroy closed incident file after 2 years. |
| 9 | | | as cited units | destroy 1 year after year in which incident is closed |
| 10 | physical and cryptographic violation log | log used to record reported COMSEC insecurities | at AFCSC | destroy 3 years after year in which log is closed out. |
| 11 | | log or consolidated listing of COMSEC insecurities | at all other activities | destroy after 2 years. |
| 12 | (RESERVED) | | | |
| 13 | COMSEC codes and authentication case files | background material from initial request to final disposition of the COMSEC system | at AFCSC | hold until the system is deleted from the COMSEC inventory, then retire to ESC Special Intelligence Central Repository and destroy 25 years thereafter. |

TABLE 100-7. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | protected wireline distribution system (PWDS) | letters, message requests, approvals, and drawings pertaining to PWDS systems for passing unencrypted classified information | | destroy 90 days after deactivation of PWDS. |
| 15 | Automatic Secure Voice Communications (AUTOSEVOCOM) terminals | correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals | | destroy on deactivation of circuit or when no longer needed, whichever is sooner. |
| 16 | COMSEC historical records (aids and equipment) | master file of background data on COMSEC material in AF inventory | at AFCSC | destroy 3 years after final destruction of COMSEC item. |
| 17 | COMSEC/EMSEC master register | assigned Air Force COMSEC/EMSEC short titles | | retire to ESC Special Intelligence Central Repository on inactivation of unit and destroy when no longer needed. |
| 18 | | background communication | | destroy after 5 years or when superseded, obsolete, no longer needed whichever is sooner. |
| 19 | release of COMSEC equipment/material to DOD contractors/COMSEC accounts | release approvals for access to COMSEC equipment material by DOD contractors | at AFCSC | destroy 2 years after COMSEC account is deactivated. |
| 20 | | | at all other AF agencies | destroy upon termination of contract or when no longer needed, whichever is sooner. |
| 21 | certification records | certification of mandatory modifications to equipment | at AFCC units and provided to the COMSEC account for filing | destroy upon receipt of a succeeding certification letter or inactivation of the account. |
| 22 | | certification of COMSEC account readiness action (CARA) training exercise | at AFCC units and used to record quarterly required training | destroy after 18 months. |
| 23 | | certification of review of operating instructions and CARAs | | destroy after 1 year. |
| 24 | | approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented | at AFCC units and retained by the COMSEC account | destroy on inactivation or when superseded. |

NOTE: HQ ESC is the office of record for records of longtime retention. Records appraised as permanent will be offered to The National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 100-6

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS, COLLATERAL DATA

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | COMSEC surveillance records | COMSEC Surveillance Report (CSSR) | at HQ ESC COMSEC OPR | retire to the ESC Special Intelligence Central Repository as permanent (see note). |
| 2 | | | at AF Cryptologic Support Center (AFCSC) and COMSEC units | destroy after 2 years (EXCEPTION: destroy cancelled projects after 1 year). |
| 3 | interim reports | reports (status, interim, message, advisory) that provide timely information and/or recommendations concerning COMSEC activities, COMSEC mission guides, and related correspondence | at HQ ESC and COMSEC units | |
| 4 | | | at units other than rule 3 | destroy after 1 year. |
| 5 | report background file | drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports | at COMSEC units | destroy 90 days after publication of hard copy reports. |
| 6 | collateral data | reference publications, digests, diagrams, summaries, and related data | | destroy when superseded, obsolete, or when no longer needed, whichever is sooner. |
| 7 | transcripts and recordings | recorded telephone conversations and transcripts thereof | at ESC COMSEC units | destroy 90 days after publication of associated COMSEC surveillance reports. |
| 8 | COMSEC surveillance services | correspondence of requested services, proposed projects, or other planning data which are not accounted for by a COMSEC project designator | | destroy 2 years after action is completed, or when it is determined no further action is required (Note: On assignment of a COMSEC project designator, refile according to rule 1 or 2 as applicable). |
| 9 | national COMSEC/EMSEC policy, guidance, and planning | copies of background material to directives, plans, and memoranda issued by NSC, NCSC, JCS, and copies of related correspondence and records | at HQ ESC OPR and AFCSC | destroy when superseded, obsolete, or no longer needed. |
| 10 | annual COMSEC status report | reports prepared and submitted according to AFR 100-45 | at HQ USAF and originating MAJCOMs | destroy after 2 years, or when no longer needed, whichever is later. |
| 11 | | | at AFSCS | destroy 2 years after preparation of biennial report. |
| 12 | biennial status report | | at HQ USAF | destroy 2 years after receipt of next biennial report. |
| 13 | | | at AFCSC | destroy 2 years after preparation of next biennial report. |
| 14 | communications security education program (CSEP) | records showing accomplishment of CSEP objectives including inspections (other than IG), documents on briefings and films shown, personnel attendance, security tests and scores, and status reports | | destroy after 2 years. |

NOTE: ESC has been designated the office of record for records of longtime retention value. Records appraised as permanent will be offered to the National Archives when sensitivity and classification no longer prevent their use for purposes or historical and other research.

TABLE 100-9

TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AF TEMPEST program records | data reflecting the policy, planning, and test results of AF TEMPEST program efforts | at AF Cryptologic Support Center (AFCSC) | retire to ESC Special Intelligence Central Repository when obsolete. Destroy 10 years after retirement. |
| 2 | | | at all other activities | destroy when no longer needed. |
| 3 | engineering technical and analysis records | data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required | at AFCSC | destroy when equipment is no longer in AF inventory or when no longer needed for TEMPEST purposes, whichever is sooner. |
| 4 | | | at all other activities | destroy when no longer needed. |
| 5 | testing project records | folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data | at AFCSC and TEMPEST testing organizations | hold until 3 years after final test report has been published. Folders are destroyed on a monthly basis. |
| *6 | test reports | reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AFCSC | at AFCSC TEMPEST Technical Reference Library | destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFCSC TEMPEST Technical Reference Library (see note). |
| 7 | | | at all other AF activities | destroy when equipment is no longer installed or has been retested. |
| 8 | analysts aids | program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures | at AFCSC and TEMPEST testing organizations | destroy when no longer needed. |
| 9 | evaluation of TEMPEST testing equipment, techniques | case files by project number or subject | at TEMPEST testing organizations | hold 3 years after final test report has been published, then destroy on a monthly basis. |
| 10 | RED/BLACK inspections | correspondence and records pertaining to NACSIM 5203 inspections | | destroy 1 year after all discrepancies have been corrected. |
| 11 | TEMPEST education | records, slides, movie films, pamphlets, and other related educational material | | destroy when obsolete. |
| 12 | TEMPEST reports | reports prepared and submitted according to AFR 100-45 | | destroy 1 year after submission of next report. |

NOTE: ESC has been designated the office of record for records of longtime retention value. Records appraised as permanent will be offered to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 100-10

MILITARY AFFILIATE RADIO SYSTEM (MARS)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | application for membership | | at HQ AFCC, MARS Director, and area/region MARS Directors exercising approval authority | destroy on each renewal or 1 year after termination of membership. |
| 2 | | | at MARS stations | destroy on termination of membership. |
| 3 | (RESERVED) | | | |
| 4 | station certificates | | at MARS station members | return to the cancelling authority for destruction upon cancellation of membership. |
| 5 | identification cards | | | return to the issuing authority for destruction upon cancellation of membership. |
| 6 | | | | destroy old card when superseded. |
| 7 | MARS personnel notification | forms of assignments, change of status, transfer or termination of membership | | destroy on reassignment or termination of membership. |
| 8 | Air National Guard/ United States Air Force Reserves (ANG/USAFR) high frequency (HF) radio training participation data | summaries of weekend ANG/USAFR unit training data | | destroy after 3 months. |
| 9 | MARS repeater application and registration records | initial applications for authority to operate a MARS repeater, and for annual registration | | destroy 1 year after completion of annual registration. |
| 10 | MARS member station questionnaires | forms and related records used for assigning a station to the component (traffic system, base support, etc.) most needed | | destroy when information is transcribed on cards or tapes. |
| 11 | | | | destroy when superseded, when member is transferred or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape. |
| 12 | membership system data cards | | | destroy when superseded or obsolete. |
| 13 | membership system printout | | | destroy when obsolete or after 1 year, whichever is sooner. |
| 14 | MARS messages | | at MARS stations | destroy after 3 months. |
| 15 | operations records | MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc. | | |
| 16 | MARS quarterly activity report | hours of MARS membership participation | | destroy after 1 year. |
| 17 | appointment of base MARS Director | letters of appointment or special orders | | destroy upon change of base MARS Director. |
| 18 thru 21 | (RESERVED) | | | |
| 22 | MARS broadcast | | | destroy after 6 months. |
| 23 | responsibility of base MARS station | station task list | | destroy when superseded or obsolete. |

**TABLE 100-10. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 24 | MARS property | records of MARS property acquired under excess/surplus property program that pertain to the requisition, internal redistribution, cannibalization, removal from formal accountability or return of MARS property to government surplus property redistribution agency | at installation MARS Director and Central Inventory Control Point (MARS Warehouse) | destroy 3 years after end of calendar year in which transaction occurred. |
| 25 | MARS property accountability | shipping records, receipts, stock balance cards, hand receipts, etc. that show where property in MARS is presently located and where custodial responsibility is placed | | destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued. |
| 26 | (RESERVED) | | | |

**TABLE 100-11**

**C-E OPERATIONS, SYSTEM, AND FACILITY EVALUATION RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | AF studies and related records | studies resulting in the initiation, revision, or deletion of a C-E operations, system, or facility | at major subordinate commands and above | destroy 3 years after all actions have been completed, study has been cancelled or when no longer needed. |
| 2 | | (RESERVED) | | |
| 3 | | (RESERVED) | | |
| 4 | | | below major subordinate commands | destroy after 1 year or when no longer needed, whichever is later. |
| 5 | Defense Communications Agency (DCA) evaluation reports | copies of DCA operational evaluation reports of AF-operated DCA communications stations, with related correspondence | at HQ USAF and MAJCOMs | destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. |
| 6 | | | at major subordinate commands and below | destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. |

TABLE 100-12

COMMUNICATIONS SERVICE LEASING RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | acquisition, modification, and discontinuance records | case files associated with Defense Commercial Communications Office (DECCO) leased services comprised of requests and validations/authorizations for establishment, modification, or discontinuance of leased services. Includes records such as: requests for purchase; local communications service request; commercial communications work orders; telecommunications service requests (TSRs); telecommunications service orders (TSOs); summary of authorized equipment and services; DD Form 1368, modified use of leased communications facilities; individual telephone service records; traffic and feasibility studies and surveys; letters of military necessity; completion notices; and comparable data with related correspondence | at MAJCOM OPRs, telecommunications certification office (TCO) and base communications activities | destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished (see note). |
| 2 | | | | destroy when individual service is discontinued. |
| 3 | | | at MAJCOM OCRs | destroy after 3 years. |
| 4 | | | disapproved requests at any level | destroy after 90 days. |
| 5 | | case files of Air Force leased services comprised of records comparable to those specified above but not associated with DECCO leased services | | destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished. |
| 6 | | communications service authorization (CSA) | at the TCO | destroy upon completion and verification of recapitulation action, or when no longer needed, whichever is later. |
| 7 | | | at AF procurement offices | dispose of in accordance with table 70-1. |
| 8 | | | | destroy upon completion and verification of recapitulation action or 6 months after service is discontinued. |
| 9 | review and revalidation of existing leased services | justification records, reports and other related records | | destroy 1 year after being superseded by a later review or revalidation. |
| 10 | administrative support records | transitory records such as: recurring issues of commercial companies pricing sheets tariffs; recurring reports from Defense Communications Agency (DCA), DECCO, etc.; and other perishable data or information | | destroy when superseded or upon receipt of current issues. |

NOTE: Air Force Form 1070 may be destroyed 1 year after completion of installation. However, before destroying, ensure appropriate information is included on AF Form 1077 or AFTO Form 121, as appropriate.

TABLE 100-13

TELEPHONE AND TELEGRAPH SERVICES AND C-E FACILITIES ACCOUNTING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | unofficial telegraph services | telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records | | destroy 6 months after cutoff. |
| 2 | | daily cash record (telegraph), cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records | | destroy 1 year and 1 month after close of the FY in which final payment was made, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC. |
| 3 | telephone toll calls | toll tickets and reports of authorized calls (AF Form 1072) | | destroy when no longer needed (EXCEPTION: destroy toll tickets, used for checking telephone company bills or lists of authorized calls, after 6 months). |
| 4 | telephone, telegraph, teleautograph and nontactical radio accounting records | vouchers (except toll tickets; see rule 3), with all background material | | destroy after 2 years |
| 5 | telephone directories | record set of each published directory, with all background material | at issuing activities | destroy when superseded or obsolete. |
| 6 | | consolidated card deck or manuscript from which directory is compiled, and cards or manuscript pertaining to specific persons or activities | | |
| 7 | | reference copies | | |
| 8 | telephone and telegraph credit cards | forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards | | destroy 1 year after cancellation. |
| 9 | | credit cards | | send cancelled card to the activity initiating the communication service authorization for transmission to commercial company. |
| 10 | operations control records | performance evaluations, station activity records, report of customer complaints and inquiries, traffic samples and records of trouble reports | | destroy after 3 months. |
| 11 | confidentiality statement | statements signed by telephone operators that they are acquainted with the confidential nature of their work | | destroy 1 year after termination of duty as switchboard operator. |

TABLE 100-14

TELECOMMUNICATIONS CENTER/COMMUNICATIONS TERMINAL (TRIB) OPERATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | messages originated | originator's message copy and hard page copy of transmitted message | | destroy after 1 month (EXCEPTION: automated TCCs, destroy after 10 days, provided history tapes exist) (see notes 1, 2). |
| 1.1 | message history tapes | history tapes of originated and received messages | | degauss after 1 month. |
| 2 | header card data | data pertinent to data pattern messages, including data message forms, but excluding message text | | destroy after 1 month (magnetic tapes will be returned to originator for reuse) (see notes 1, 2). |
| 3 | header/end of transmission | printout records pertinent to MTTS message traffic | | |
| 4 | messages received | hard page copies, header card data, and journal printout records of received messages | | |
| 5 | multipoint circuit messages | hard page copies of messages received on multipoint circuits not for that station | | destroy after 24 hours, provided adequate control records are maintained. |
| 6 | paper tapes | paper tape used for message transmission | | |
| 7 | text of data pattern messages | | | destroy after 10 days (see notes 1, 3). |
| 7.1 | magnetic tape reels | recorded messages received from originator | | return to originator after 10 days (EXCEPTION: if sufficient tape reels are not available, retention period may be reduced to 72 hours) (see note 1). |
| 8 | operational control records | logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment); maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar records | | destroy after 1 month (see note 4). |
| 9 | TCC performance records | records on channel loads, speed of service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records, and similar records | | destroy after 6 months. |
| 9.1 | alternate routing/channel parameter | alternate routing plans, routing indicator listings, channel parameter listings; and similar records | | destroy when superseded or no longer needed, whichever is later. |
| 10 | COMSEC cryptographic register | | | destroy after 1 year. |
| 11 | crypto system control records | encrypted traffic reports of certain incoming and outgoing messages | at HQ ESC | destroy on receipt of AF encrypted volume summary. |
| 12 | | | at other than HQ ESC | destroy after 6 months. |
| 13 | general messages addressed to TCC | hard page copy of message addressed to and retained by communications center, e.g., JAFPUBs, DCSRELSTA, etc. | | destroy when superseded or cancelled by issuing authority. |
| 14 | general messages originated | hard page copies retained by originating/transmitting communications centers | | destroy after 1 month (see note 2). |
| 15 | customer agency general messages | hard page copies retained by the receiving communications centers on which they are not an addressee, but which are used to provide distribution to customer agencies/activities served, e.g., ALPERSCOM, ALSAFECOM, ALMILACTS, ALAFCOM, etc. | | |

TABLE 100-14. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 16 | general message record | | | destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later (see note 5). |
| 17 | tracer action case files | messages and related correspondence pertaining to all actions taken to trace message | | destroy 1 year after case is closed. |
| 18 | magnetic tape library documentation | magnetic tapes no covered elsewhere in this table | telecommunications centers | see table 100-16. |

NOTES:

1. Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.

2. In certain justified instances, the retention of hard copies of narrative messages may be extended to not longer than 3 months based upon operational considerations as determined by the local commander.

3. When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies providing that magnetic tape data pattern formatted messages transmitted by circuit switch, and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.

4. Dual purpose forms used as an integral message register may be destroyed after 1 month. However, when the form is used as a message traffic receipt (accountability record) between recipient, the telecommunications center and/or communications terminal, then the form must be retained for 2 years per table 205-1.

5. General message record may be filed in the same folder(s) as the related messages. In such instances, apply procedures in AFR 12-20.

TABLE 100-15

ELECTRONIC WARFARE (EW) SYSTEMS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | status and location of equipment | EW pod reports | at HQ USAF | destroy after 1 year or when no longer needed, whichever is sooner. |
| 2 | | | at WR-ALC | destroy after 2 years. |
| 3 | | | at MAJCOMs and below | destroy when no longer needed. |
| 4 | EW projects | case/project history such as: letters, messages, drafts, special studies, reports from various military and civilian concerns, maps, charts and other materials relating to specialized subjects/equipment concerning EW | at HQ USAF/MAJCOMs/ major subordinate commands | retire as permanent (EXCEPTION: published material in files originated by other agencies and which is readily available within DOD may be destroyed when purpose has been served) (see note). |

NOTE: If applicable, include a list in the case file of records used and removed from file on retirement.

TABLE 100-16

AUTODIN SWITCHING CENTER OPERATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | master station, equipment outage, and configuration logs | | at automatic switching centers, semiautomatic, manual relay centers, and automatic digital weather switches (ADWS) | destroy 5 months after monthly cutoff. |
| 2 | recovery records | | | destroy after 3 months. |
| 3 | operations control records | circuit status logs, intercept logs, alternate routing records, service messages and logs, on-line/off-line work request control logs, magnetic tape library inventories, shift supervisor checklists, high precedence message logs, message and channel number sheets, circuit number sheets and similar records | | destroy after 1 month. |
| 4 | routing plans/indicator/channel listings | alternate routing plans, routing indicator listings, channel parameter listings, and other similar records | | destroy when superseded or no longer needed. |
| 5 | service interruption/auxiliary records | service interruption messages, auxiliary line equipment reports, and related records | | destroy after 4 months. |
| 6 | message transmission monitor tapes | | at semiautomatic and manual relay centers | destroy after 31 days. |
| 7 | magnetic tape library purge/transaction records | | at automatic switching centers, ADWS and telecommunications centers | destroy after 13 months. |
| 8 | tape labels | | | destroy on purge of related tape. |
| 9 | magnetic tape library perpetual history | | | destroy after related tape is removed from inventory (see note 3). |
| 10 | tape failure report | | | destroy after 3 months. |
| 11 | history/magnetic tape log | | | destroy after 2 months. |
| 12 | history "A" tape | | | destroy after 31 days, or when no longer needed, whichever is later. |
| 13 | history "B" tape | | | destroy after 11 days, or when no longer needed, whichever is later (see note 1). |
| 14 | overflow (OVF), intercept (IC) and retrieval tapes | | | purge after read in. |
| 15 | program library tapes (PLT) or house operating (HOP) tapes | | | hold current and last preceding tapes (see note 2). |
| 16 | work tapes | | | purge when job is completed. |
| 17 | header extract tapes | | | purge after analysis is completed. |
| 18 | history tapes of transmitted messages | | at ADWS | purge after 15 days. |
| 19 | line save tapes | | | purge after 15 days or when no longer needed, whichever is sooner. |
| 20 | interlace/suspected interlace case files | records pertinent to investigations regarding the occurrence of interlace or suspected interlace messages | at automatic switching centers | destroy 1 year after case is closed. |

TABLE 100-16. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 21 | general messages | tape file maintained for retransmission purposes | at manual relay centers | purge after 14 days. |
| 22 | general message card deck | card deck of hard page copies which are addressee, e.g., Joint Army–Air Force Publications (JAFPUBs), Defense Communications Systems Relay Stations (DCRELSTAs), etc. | at automatic switching centers, semiautomatic, and manual relay centers | destroy when superseded or cancelled by the issuing authority. |
| 23 | general message log | | | destroy after all general messages for the calendar year have been cancelled or superseded (see note 4). |
| 24 | tracer action case files | records of all actions taken to trace messages and related logs | | destroy 1 year after case is closed. |
| 25 | monitor printer and high speed printer output products | message traffic, magnetic tape and peripheral device printouts; system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configuration statistics and similar computer products | at automatic switching centers and semiautomatic relay centers | destroy after 1 month. |
| 26 | tributary files | an individual file for each connected tributary containing telecommunications service requests (TSRs), telecommunications service orders (TSCs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment problems; and other similar records | at automatic switching centers, semiautomatic and manual relay centers, and ADWS | destroy 1 year after tributary deactivation. |
| 27 | communications operations (COMOPs) summaries | | | destroy after 1 year. |

NOTES:

1. Retain for 30 days plus current day if history "A" tape is bad.
2. Older tapes may be retained until no longer needed.
3. This form will be destroyed after 2 years when used as a record of destruction as outlined in AFR 205-25.
4. These logs may be filed in the same folder(s) as the related general messages. In this instance, procedures prescribed in AFR 12-20 apply.

**TABLE 100–17**

**TECHNICAL CONTROL FUNCTIONS**

| R | A | B | C | D |
|---|---|---|---|---|
| U<br>L<br>E | If the records are or pertain to | consisting of | which are | then |
| 1 | circuit, trunk, link, route or system history | records pertaining to the activation, reconfiguration or deactivation; initial test and acceptance data; technical evaluation program reports(TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material | at terminal stations and other designated control stations (CCO, FCO, etc.) | destroy when superseded or 6 months after deactivation whichever is sooner, except quality control test records which will be destroyed when replaced with the next like test record (see note 1) |
| 1.1 | | | at other than terminal stations and designated control facilities | destroy after 1 month. |
| 2 | technical control operations | quality control test schedules; reporting guides; circuit/trunk directories; DCA engineering drawings; systems/circuit layout diagrams/records; fault isolation charts/diagrams; and related products | | destroy when superseded. |
| 3 | | master station logs; master clock logs; operational direction/coordination messages (ODMs/OCMs); record of H.F. frequency use/changes; and related products | | destroy after 11 months. |
| 4 | outage | outage/restoration records; work orders; equipment test records; outage summaries; and related records | | |
| 5 | performance worksheets | performance monitoring worksheets; tactical performance assessment worksheets; in-service Q.C. testing worksheets; and other related worksheets | | destroy after 1 month. |
| 6 | status reports | reports on status of systems, circuits and equipment | | destroy after 1 month. |
| 7 | general messages | messages addressed to and retained by the TCF (DEFSTAs/DINSTAs etc.) | | destroy when superseded or cancelled (see note 2). |
| 8 | | general message record or log used to record receipt of general messages | | destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page, whichever is sooner (see note 2). |

NOTES:

1. Out of service Q.C. testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results and the current QUARTERLY test results will replace the results from the same QUARTER of the previous year.
2. Records identified in rule 8 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFR 12–20, figure 2–1, paragraph 2c apply.

TABLE 100-18

DEPLOYMENT RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | deployment of AFCC mobile communications units (including ANG) | requests for deployment, mission directives, frag orders, MAJCOM validation messages, deployment directives, amendments and extensions to deployment directives, orders or reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission | | destroy 2 years after mission completion or when no longer needed, whichever is sooner. |
| 2 | | | at tasked units | destroy 4 years after mission completion or when no longer needed, whichever is sooner. |
| 3 | deployment preparation | unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission | | destroy when superseded, obsolete, or no longer needed whichever is sooner. |
| 4 | deployment support | any of the above records pertinent to deployments in support of tests, maneuvers, war games and similar exercises | | destroy when no longer needed or after 2 years, whichever is sooner. |

TABLE 100-19

GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | telephone/wire communications history records | records recording management, operation, and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related records maintained in accordance with TO 00-20-8 | | destroy when individual service is discontinued, or when superseded by new record card. |
| 2 | telephone service, cable and terminal transfer records | local communications service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers | | destroy one year after completion of action. |
| 3 | telephone service complaints | telephone trouble logs used to record telephone service complaints | | destroy after 1 year. |
| 4 | history of battery service | monthly storage battery service record | | destroy when battery is no longer in service. |
| 5 | circuit layout and trouble report records | records which record circuit layout and trouble reports for special circuits | | destroy one year after discontinuance of service. |

## TABLE 100-20

## COMMUNICATIONS–ELECTRONICS (C-E) COMPUTER PROGRAMMING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | system case files | authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical visits, conferences, evaluations, results and conclusions; technical documentary reports, management reports on design and development efforts and engineering services; management task control numbers (MTCN) and related correspondence; operating reports, e.g., progress management and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including preliminary and critical design review project record books; formal documentation | at the OPR for tasked systems from their initiation through design, development, testing and maintenance | upon disapproval or discontinuance of system, records will be condensed, noted and included in a system summary and forwarded to the programming center library. Destroy remaining documentation. |
| 2 | | | at programming center libraries | destroy disapproved or discontinued system summaries after being held in library historical files for 5 years, or destroy 5 years after deactivation whichever is sooner. |
| 3 | support systems case file | | at supporting, participating, testing or other activity not having prime responsibility | destroy when superseded, obsolete, or no longer needed, whichever is later. |
| 4 | management task control records | opening and closing statements, related cost analysis, software requirements, studies and change requests | at the project management office (PMO) or the configuration control office (CCO) | destroy 5 years after task closing. |
| 5 | computer products | | | upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated records (three sequential assemblies and documentation) and purge or destroy all other data. |
| 6 | | | at programming center libraries | destroy previous assemblies after being in library historical files 5 years or destroy 5 years after deactivation, whichever is sooner. |
| 7 | program changes | emergency programming actions, design control numbers, program software control numbers, off-line design changes, software patches, revisions, receipts, certifications and related explanatory and supportive documents | | destroy when superseded, obsolete or no longer needed, whichever is later. |

TABLE 100-21

MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI) RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | meaconing, interference, jamming, and intrusion (MIJI) records | daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports | at action offices | destroy when superseded, obsolete, or no longer needed, whichever is sooner. |
| 2 | | | at subordinate units | destroy after 6 months, or when no longer needed, whichever is sooner. |
| 3 | MIJI quarterly | record copy of quarterly summary of selected MIJI incidents and their evaluation performed during the past 3 months | at publications branch at action agency | retire as permanent to ESC Special Intelligence Central Repository (see note). |
| 4 | | all other copies | | destroy after 2 years, or when no longer needed, whichever is sooner. |

NOTE: ESC is the office of record for records of longtime retention. Records appraised as permanent will be offered to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 100-22

C-E MINUTEMAN COMMUNICATIONS CABLE AFFAIRS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Hardened Intersite Cable Systems (HICS) project/case files | initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement; copies of consent to cross cable easement issued by the US Army Corps of Engineers, engineering drawings, specifications, and cost estimates; requests for funding, letters of agreement between the USAF and other parties; photos, sketches, and memoranda of telephone conversations representing other parties; reimbursement billing requests and payment received vouchers; miscellaneous memoranda and other correspondence associated with HICS relocation/adjustment project | at Cable Affairs Office (CAO) in an AFCC squadron supporting a MINUTEMAN strategic missile wing | destroy 1 year after deletion of the MINUTEMAN missile cable system at applicable base, or when no longer needed, whichever is sooner. |
| 2 | tract, landowner/tenant files | records unique to a particular tract number, associated with an erosion project; copy of returned annual landowner or tenant questionnaire/letter; copy of legal instruments granting the USAF easement for installation of the HICS; investigations and settlement data regarding land, property, or crop damage; erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memoranda for the record | | |

**106. Weather.** Policies, procedures and technical guidance governing environmental services activities. These activities include ground/aerial weather observations and forecasts, climatology, weather modification, high altitude density calculations, solar flare information, observations and forecasts of ionospheric disturbances, meteorological services related to air pollution control, and the storage and retrieval of environmental data. (Aerial weather reconnaissance pilot and aircrew instructions are contained in the 55-series.)

TABLE 106-1

OBSERVING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | worksheets and workcharts | records not mentioned elsewhere in this table | | destroy when no longer needed. |
| 2 | surfacing observing records | original weather observation forms in the possession of USAFETAC OL A, Asheville, NC | | send to the National Climatic Center after 1 month, or after processing, whichever is later. |
| 3 | | duplicate station weather observation forms | | destroy after 5 years. |
| 4 | | recorder charts such as transmissometer rolls, wind rolls, and barograph charts | | destroy after 1 month or when no longer needed, whichever is later. |
| 5 | | barometer comparisons | | destroy when the aneroid barometer to which they apply is replaced. |
| 6 | upper air observing records | original data in the possession of USAFETAC OL A, Asheville, NC | | send to the National Climatic Center after 1 month, or after processing, whichever is later |
| 7 | reconnaissance records | adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages | | |
| 8 | | all other reconnaissance data | | destroy after 3 months or when no longer needed, whichever is later. |
| 9 | space data | original optical or radio solar patrol logs, solar optical patrol film, solar radio strip charts, ionograms (traces/films), riometer and radio SIDS charts and ionospheric worksheets | | send to the National Geophysical Solar-Terrestrial Data Center after 90 days. |
| 10 | | merged magnetic tapes of monthly digital data from SOON/RTSN observing sites | | send to the National Geophysical Solar-Terrestrial Data Center after 180 days. |
| 11 | | data such as magnetograms, magnetic data logs, worksheets, original geomagnetic and other geophysical observations that are interpretable without reference to recording equipment and/or of lasting value | | send to the National Geophysical Solar-Terrestrial Data Center after 1 month, or after processing, whichever is later. |
| 12 | | original data such as space scientific geophysical observations from rockets and satellites | | send to the National Space Sciences Data Center after 1 month, or after processing, whichever is later. |
| 13 | | original Defense Meteorological Satellite Program | at AFGWC | send to the Wisconsin Space Science and Engineering Center after 1 week. |
| 14 | | | at Direct Readout sites | send to Wisconsin Space Science and Engineering Center after 90 days. |
| 15 | | DMKP special sensor data magnetic tape from ionospheric sensors | | send to the National Geophysical Solar-Terrestrial Data Center after 1 week. |
| 16 | | magnetic tape from atmospheric sensors | | send to the National Climatic Center after 1 week. |
| 17 | weather radar | original radar log produced by stations on the US Basic Weather Network and those that support the National Hurricane Plan | | send to the National Climatic Center after 1 month. |
| 18 | | duplicates | | destroy after 1 month. |

**TABLE 105-1. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 19 | | radar logs produced by other stations | | |
| 20 | | radar scope photographs of tropical storms | | send to the National Climatic Center when local purpose has been served. |
| 21 | | radar performance logs | | destroy when no longer needed. |
| 22 | weather equipment | outage logs | | destroy when no longer needed, or after 3 months, whichever is later. |

**TABLE 105-2**

**FORECASTING RECORDS AND CHARTS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | worksheets and workcharts | records not mentioned elsewhere in this table | | destroy when no longer needed. |
| 2 | written, pictorial, or magnetic tape forecasts | terminal forecast worksheets time cross-sections, weather warning and advisory logs, flight weather briefing forms, flimsies, folder briefing logs, and similar records | | destroy after 3 months, or when no longer needed, whichever is later. |
| 3 | charts | hand-prepared, recorded, or microfilmed meteorological or astrophysical prognosis and analysis charts | | destroy facsimile after 45 days, or when no longer needed, whichever is later. |
| 4 | | | | destroy locally after 1 month or when no longer needed, whichever is later. |
| 5 | | | at Det 11, 2WS | destroy after 1 year. |
| 6 | | meteorological or astrophysical charts designated by AWS for microfilming or use in special studies | | send to National Climatic Center or National Geophysical Solar-Terrestrial Data Center, as appropriate, after 1 month or when no longer needed, whichever is later. |

**TABLE 105-3**

**ELECTRICALLY TRANSMITTED DATA RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | teletype hard copy or magnetic tape data collections | | | destroy after 15 days or when no longer needed, whichever is later. |
| 2 | facsimile charts | | | |
| 3 | AFGWC copies of teletype data from Carswell ADWS | | | destroy after 5 days. |
| 4 | communications service records | outage logs | | destroy after 3 months or when no longer needed, whichever is later. |
| 5 | communications data requirements | teletype data requirements listings and facsimile products listings | | destroy when superseded. |

**TABLE 105-4**

**OTHER WEATHER RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | local dissemination | autowriter rolls and dissemination logs | | destroy when no longer needed, or after 1 month, whichever is later. |
| 2 | pilot reports | forms and PMSV logs | | destroy after 1 month. |
| 3 | | AIREP logs | | destroy when no longer needed. |
| 4 | environmental technical studies, published or unpublished | original collection reports, papers, notes, evaluations, conclusions, rules, etc. | | send originals to the National Climatic Center when no longer needed. |
| 5 | | | | destroy duplicates when superseded, obsolete, or no longer needed. |
| 6 | | computerized summaries of environmental data | | |
| 7 | | worksheets, computer data, workcharts, or other data | | destroy when no longer needed. |
| 8 | | source material | | transfer/destroy with original copy of related environmental study (rules 4 and 5). |
| 9 | | records pertaining to the location, acquisition, or use of sources of environmental data | | destroy when obsolete. |
| 10 | weather modification | logs, reports, and similar records | | destroy after 5 years. |
| 11 | evaluation program records | quality control registers and summaries, and locally or centrally produced operational evaluation data | | destroy after 1 year or when no longer needed, whichever is later. |

**110. Judge Advocate General.** These tables cover records pertaining to decisions, opinions and policies concerning the substantive and procedural laws and directives applicable to civil law and military affairs; legal requirements, policies and procedures involved in administering AF procurement and contracts; legal assistance for military personnel and their dependents, policies and procedures relative to patents, taxation, legislation and litigation involving the AF.

**TABLE 110-1**

**LEGAL ADMINISTRATION**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | personnel data on judge advocates | educational background and bar qualification data on professional officer-lawyers serving as judge-advocates | at HQ USAF | destroy 3 years after individual has separated or when no longer needed, whichever is sooner. |
| 1.1 | | | at other than HQ USAF | destroy after individual has separated or departed PCS. |
| 2 | legal opinions | opinions establishing precedent | at originating offices (record copies) | retire as permanent after reference requirements have been satisfied (see note 3). |
| 3 | | information copies | | destroy when no longer needed. |
| 4 | | opinions based on precedent opinions | | |
| *5 | Board of Review Decisions (BRDs) | special collections of BRDs in trials by court-martial | at HQ USAF (record copies) | retire as permanent. |
| 6 | | extra copy collections | | destroy after 2 years or when no longer needed, whichever is later. |
| *7 | card indexes | locator and/or cross references, including digest cards used for this purpose | used to cover permanent records | retire with records to which they pertain. |
| 8 | | | used to cover other than permanent records | destroy when records they cover are superseded or destroyed. |
| 9 | digest cards | summary or digest of information contained in legal opinions and review board decisions not used for dual purpose of locator and/or cross-reference for permanent records | | destroy when records they cover are superseded, obsolete or destroyed. |
| *10 | legal assistance administration | instruction and direction letters, reference files, and other records relating to administration of the legal assistance program | | destroy when no longer needed. |
| 10.1 | annual reports of legal assistance | statistical information regarding the legal assistance program | at HQ USAF | retire as permanent (see note 5.) |
| 10.2 | | | at other than HQ USAF | destroy after 2 years or when no longer needed, whichever is sooner. |
| 11 | legal assistance cases | case files, including legal and other records pertaining to individuals consulting legal assistance officers, personal papers for individuals who cannot be located | | destroy when case is closed (see note 1). |
| 12 | witness files | letters of authorization for personnel to appear as witnesses in civil suits and correspondence which do not become part of a case file | | destroy after 3 years. |
| 13 | release of information | records accumulated in requesting and obtaining release of AF information for use in civil courts or tribunals | | destroy after 5 years. |
| 14 | tax and litigation | records accumulated incident to litigation arising out of tax disputes; legal actions involving the AF, its personnel, or contractors; and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission | | they become part of claims case file if they pertain to litigation concerning a hospital recovery claim (see table 112-1). |

**TABLE 110-1. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | | | at HQ USAF/JACL and JACI | retire as permanent, together with related cross-reference index. |
| 16 | | | at other than HQ USAF/JACL and JACI | destroy 2 years after end of year in which case was closed. |
| 17 | | reports of legal process submitted under AFR 110-24 (except hospital recover claims; see table 112-1, rule 15) | at HQ USAF/JACL and JACI | retire as permanent, together with related cross-reference index. |
| 18 | | | at other than HQ USAF/JACL and JACI | destroy 2 years after end of year in which case was closed. |
| 19 | legislative records | drafts of proposed legislation, legislation already introduced in Congress, and Executive Orders, with supporting memoranda and comments reflecting the AF position on legal sufficiency and effect, and card indexes thereto | at SAF/LL | destroy after 20 years. |
| 20 | | | at other than SAF/LL | destroy when no longer needed. |
| 21 | trials of US personnel in foreign countries | reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all inclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to HQ USAF and DOD concerning the exercise of foreign criminal jurisdiction over AF military personnel; civilian personnel serving with, employed by, or accompanying the AF who are US nationals; and dependents of all such military and civilian personnel | at HQ USAF/JACI | destroy after 30 years. |
| 22 | | | at other than HQ USAF/JACI | destroy 2 years after case is closed or 6 months after defendant's departure or when no longer needed, whichever is later. |
| 23 | German civil processes | correspondence which forwards to AF personnel civil processes served by German courts, and reports the action taken thereon | at HQ USAFE | destroy 2 years after close of calendar year in which last record is filed. |
| 24 | | | at other than HQ USAFE | destroy 1 year after transfer or separation of individual. |
| 25 | politico-military matters | records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation | at HQ USAF or MAJCOMs when acting as designated representative for DOD | retire as permanent (see note 3). |
| 26 | | | | destroy when no longer needed. |
| 27 | | reports on violations of the law of armed conflict | at HQ USAF | retire as permanent (see note 4). |
| 28 | | | at other than HQ USAF | destroy when no longer needed. |
| 29 | Article 138 (UCMJ) complaints | complaints, reports of inquiry, and actions of the GCM authority | at HQ USAF/JACM | destroy 2 years after review. |
| 30 | | | at other than HQ USAF/JACM | destroy 1 year after action of GCM authority. |

TABLE 110-1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 31 | public dockets for CAB international cases | correspondence between DOD elements and public and private parties in CAB international cases | at HQ MAC/JAO | destroy 10 years after close of related CAB cases. |
| 32 | preventive law administration | directives and other documents relating to general administration or policy for administering the preventive law program | | destroy when no longer needed. |
| 33 | preventive law information | printed material intended for distribution | | destroy when no longer needed (see note 2). |
| 34 | investigative reports and case files of US personnel prepared by foreign authorities | investigative reports and case files, records of administrative proceedings, legal processing, and other comparable correspondence prepared by foreign authorities in the investigation of incidents and crimes involving US military personnel, civilian personnel serving with, employed by, or accompanying the US forces who are US nationals, and dependents of all such military and civilian personnel, in which jurisdiction over the incident or offense is waived to US authorities or the primary right to jurisdiction rests with US authorities | | destroy 2 years after case is closed or 6 months after offender's departure or when no longer needed, whichever is later. |
| 35 | U.S. Federal Magistrate Court | completed criminal case files | at base legal offices | destroy 3 years after case is closed. |

NOTES:

1. Return personal papers to individual when the case is closed or send by registered mail to his last known address; if returned, destroy. Deliver other documents to the individual or destroy when case is closed. Treat such files as "confidential and privileged."
2. A copy of each printed item will be maintained in filing cabinets; other copies will be stored elsewhere.
3. Offer to the National Archives in 5-year blocks when latest document is 25 years old.
4. Offer to the National Archives when 30 years old.
5. Offer to the National Archives when 25 years old.

TABLE 110-2

PATENTS, COPYRIGHTS, AND TRADEMARK RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | patents, copyrights, and trademarks (general records) | decisions, opinions, determinations, and recommendations | at HQ USAF/JACP | destroy after 25 years. |
| 2 | | | at other than HQ USAF/JACP | destroy when no longer needed. |
| 3 | invention disclosures | records relating to inventions on which patent applications are not prepared, resulting from disclosure of inventions by military personnel, civilians, and from research and Government work performed under AF contract | at HQ USAF/JACP | retire after 5 years, and destroy 15 years thereafter. |
| 4 | | | at other than HQ USAF/JACP | destroy after 7 years. |
| 5 | patent applications | records relating to inventions on which patent applications have been filed in US Patent Office | at HQ USAF/JACP | retire after 3 years, and destroy 17 years thereafter. |
| 6 | | | at other than HQ USAF/JACP | destroy 3 years after application has been abandoned or issued into a patent. |
| 7 | security records on patent applications | evaluations, correspondence, copies of applications and tenders to the government for use of invention, resulting from review of patent applications to ascertain whether or not they should be placed under Secrecy Order in the US Patent Office or rescinded Secrecy Orders | | retire after 3 years, and destroy 9 years thereafter. |
| 8 | licenses, releases, and assignments | signed agreements with owners of trademarks, copyrights, and patents by which government acquires right, license, or interest | at HQ USAF/JA relating to inventions and patents | destroy 20 years after date of issue. |
| 9 | | | at HQ USAF/JA relating to trademarks and copyrights | destroy 30 years after date of issue. |
| 10 | | | | destroy when no longer needed. |
| 11 | patent infringement claims, preferred licenses, and royalty adjustments | correspondence, reports, patents, printed material, procurement schedules, and other pertinent papers | at HQ USAF/JACP | destroy 12 years after final settlement or judicial determination. |
| 12 | | | | destroy when no longer needed. |
| 13 | foreign agreements | records of agreement with foreign countries regarding the interchange of patent rights and technical information for defense purposes | at HQ USAF/JA | retire after agreement expires and destroy 10 years thereafter. |
| 14 | originally issued letters patent | formally executed records | at HQ USAF/JACP | retire after 10 years, and destroy 7 years thereafter. |

**111. Military Justice.** This tables covers records pertaining to military justice administration, nonjudicial punishment, court-martial jurisdiction, and trial by court-martial, including pretrial, trial and post-trial procedure, decisions on review, and technical instructions for counsel, military judges and others participating in trials. T}

**TABLE 111-1**

**MILITARY JUSTICE RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | military justice administration | correspondence, memoranda, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions | | destroy after 2 years or when no longer needed, whichever is later. |
| 2 | all general court-martial records, and special court-martial records involving a bad conduct discharge | charge sheets and other records accompanying charges when referred for trial chronology and court-martial data sheets, record of trial proper, court-martial orders, decisions on review, and other related and allied papers | originals at HQ USAF/JAJ (see note 1) | retire as permanent. |
| 3 | | | duplicate and triplicate copies on cases where appeal to US Court of Military Appeals (USCMA) is not filed | destroy 30 days after completion of appellate review. |
| 4 | | | duplicate and triplicate copies on cases where appeal to USCMA is filed | destroy after final action by USCMA. |
| 5 | | | accused's copy | deliver to accused (see note 2). |
| 6 | | | all copies other than rules 2, 3, 4 and 5 | destroy 1 year after receipt of notice of completion of appellate review. |
| 7 | special court-martial records not involving a bad conduct discharge | | original (see note 3) | destroy 15 years after final review. |
| 8 | | | accused's copy | deliver to accused (see note 2). |
| 9 | | | all copies other than in 7 and 8 | destroy one year after final review. |
| 10 | summary court-martial records | | originals in Master Personnel and triplicates in Field Record Group | see table 35-1. |
| 11 | | | duplicate copies | destroy after 2 years. |
| 12 | | | accused's copy | deliver to accused (see note 2). |
| 13 | | | all copies other than rules 10, 11 and 12 | destroy 1 year after final review. |
| 14 | court-martial registers and/or card index | devices for control of cases which are to be tried or which have been tried by summary, special or general court-martial | at HQ USAF/JAJM | retire as permanent (see note 7). |
| 15 | | | at other than HQ USAF/JAJM | destroy after 3 years. |
| 15.1 | court-martial log (requirement eliminated 2 Jun 1975) | statistical data | at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases upon which GCM action was completed prior to 1 Jul 1974) | retain in accumulating office 3 years, then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8). |

TABLE 111-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15.2 | | | at SPCM jurisdictional level (including GCM authority exercising SPCMjurisdiction), and pertaining to cases upon which GCM action was completed after 30 June 1974 | destroy. |
| 16 | court-martial jurisdiction | records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction (see note 4) | | retire as permanent (see notes 5 and 8). |
| 17 | | card records reflecting active and inactive general court-martial jurisdiction of various commands | | destroy when no longer needed. |
| 18 | court-martial and Article 15 activities reports (requirement eliminated following report for 1st Qtr of CY 1975) | consolidated annual reports prepared by HQ USAF/JAJM from quarterly reports received from major commands | at HQ USAF/JAJM | retire as permanent (see note 8). |
| 19 | | | at other than HQ USAF/JAJM | destroy after 3 years, or when no longer needed for reference, whichever is later. |
| 20 | | individual and consolidated quarterly reports prepared by major command and subordinate court-martial jurisdictions | at HQ USAF/JAJM | destroy after 5 years or when no longer needed, whichever is later. |
| 21 | | | at other than HQ USAF/JAJM | destroy after 3 years or when no longer needed, whichever is later. |
| 22 | writ of habeas corpus | the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney, and other related matters accumulated as the result of a complaint by the person released on a writ of habeas corpus | at HQ USAF/JAJM, and the person has been court-martialed | they become part of the original record of trial. |
| 23 | | | at HQ USAF/JAJM, and the person was not tried by court-martial | hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years. |
| 24 | | | at other than HQ USAF/JAJM | destroy after 2 years. |
| 25 | records of punishment imposed under Art 15, UCMJ | forms, correspondence, and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit, or set aside punishment | originals at HQ USAF or AFMPC | destroy 30 years after final review. |
| 26 | | | copies at CBPOs | dispose of under AFR 35-44 and table 35-5, as appropriate. |
| 27 | | | copies at staff judge advocate offices | destroy after 1 year or when no longer needed, whichever is later. |
| 28 | written materials considered as a basis for imposing punishments under Art 15, UCMJ | investigative reports, statements, summaries of expected testimony, documentary evidence, etc. | | |
| 29 | (RESERVED) | | | |

TABLE 111-1, CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 29.1 | Article 15 Log (requirement eliminated 2 Jun 1975) | statistical data | at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed prior to 1 Jul 1974 | retain in accumulating office 3 years then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8). |
| 29.2 | | | at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed after 30 Jun 1974 | destroy. |
| 30 | records of proceeding to vacate suspension of sentence of court-martial | proceedings to vacate suspension of sentence, comparable forms, correspondence, and other related papers | originals (see note 6) | they become part of the original record of trial. |
| 31 | | | all copies other than rule 30 | destroy 1 year after action on proceedings. |
| 32 | court-martial orders | orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities | copies furnished HQ USAF/JAJ, and not included in the record of trial or in personnel files | destroy after 15 years. |
| 32.1 | | | record copies maintained in annual blocks by issuing activity | retire as permanent (see note 7). |
| 33 | | | all copies other than rules 32 and 32.1 | destroy 1 year after date of order. |
| 34 | court reporter's record | court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared | for trials by special court-martial resulting in conviction and not involving a bad conduct discharge | destroy 6 months after date of trial. |
| 35 | | | for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Art 32 investigations and general court court-martial trials resulting in approved convictions | destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later. |
| 36 | | | for Art 32 investigations not resulting in referral of charges to trial and trials resulting in acquittals or in which the sentence is disapproved and charges are dismissed | destroy after action of the authority accomplishing those results. |
| 37 | petitions for new trial under Art 73, UCMJ | final action on petition | originals | they become part of the original records of trial. |
| 38 | | | accused's copy | deliver to accused (see note 2). |
| 39 | | | all copies other than rules 37 and 38 | destroy 2 years after final action on petition. |
| 40 | | petition, affidavits, briefs, correspondence and other related papers | originals | they become part of the original record of trial. |
| 41 | | | all copies other than rule 40 | destroy 2 years after final action on the petition. |

TABLE 111-1. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 42 | applications for relief under Art 69, UCMJ | final action on application | originals | they become part of the original record of trial. |
| 43 | | | accused's copy | deliver to accused (see note 2). |
| 44 | | | (RESERVED) | |
| 45 | | | all copies other than rules 42 and 43 | destroy after 2 years. |
| 46 | | application, documentary or other evidence submitted therewith, briefs, correspondence and other related papers | originals | retain in HQ USAF/JAJM for 5 years, then retire to WNRC; destroy after 10 additional years. |
| 47 | | | all copies other than in rule 46 | destroy after 2 years |
| 48 | Automated Military Justice Analysis and Management System (AMJAMS) monthly output products/reports | statistical data relating to court-martial and Article 15 activities | reports with as of dates for months of January through November | destroy after 3 years or when no longer needed, whichever is sooner. |
| 49 | | | report with as of date for month of December | destroy after 5 years or when no longer needed, whichever is later. |
| 50 | AMJAMS quarterly and annual output products/reports | | at HQ USAF/JAJ | retire as permanent (see note 8). |
| 51 | | | at other than HQ USAF/JAJ | destroy after 5 years or when no longer needed, whichever is later. |
| 52 | AMJAMS source/input forms and computerized records | data on Art 15 punishments | | destroy after 1 year. |
| 53 | | data on cases where court-martial charges are preferred | at HQ USAF/JAJM | |
| 54 | | | at staff judge advocate offices on cases that resulted in trial by court-martial | destroy after 2 years. |
| 55 | | | at staff judge advocate offices on all other cases | destroy after 1 year. |
| 56 | | keypunch transaction cards and magnetic tape files | | destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later. |
| 57 | Report Individual Person (RIP) produced as result of AMJAMS/ADP interface | personal background and military history information | | attach to file copy of AMJAMS source records pertaining to case and dispose of in accordance with rules 52–55, this table as appropriate. |

**TABLE 111-1. CONTINUED**

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 58 | strength reports, including DESIRE AMJ STG produced as result of AMJAMS/ ADPS interface | military justice jurisdictional strength data | | destroy after 1 year. |
| 59 | AMJAMS edit listings | computer printout listing case inputs, strength inputs, and errors | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 60 | executed punitive discharges and federal and state court felony conviction reports | consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs | at HQ USAF/JAJM | retire as permanent (see note 8). |
| 61 | | | at other than HQ USAF/ JAJM | destroy after 3 years or when no longer needed, whichever is later. |
| 62 | | individual and consolidated semiannual reports prepared by major commands and subordinate court-martial jurisdictions | at HQ USAF/JAJM | destroy after 5 years or when no longer needed, whichever is later. |
| 63 | | | at other than HQ USAF/ JAJM | destroy after 3 years or when no longer needed, whichever is later. |

NOTES:

*1. Regardless of action taken on the case after appellate review, all original records of trial by general court-martial are forwarded to HQ USAF/JAJM.

2. If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.

3. These records are filed at the general court-martial jurisdiction for 2 years, then forwarded to WNRC, WASH DC 20409.

*4. See AFR 111-1, paragraphs 2-1 and 2-2, 1 August 1984, for rules on the exercise of general and special court-martial jurisdiction.

5. Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement.

6. In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceedings to vacate a suspension to HQ USAF/JAJM for filing with the original records of trial. For special courts-martial, file the report with the original record.

7. Offer to the National Archives in 5-year blocks when 50 years old.

8. Offer to the National Archives when 15 years old.

**112. Claims.** This table covers records pertaining to the investigation of accidents and incidents which may result in claims and/or tort litigation for or against the government, as well as records related to the processing and settlement of such claims and tort litigation. Covered are records of all claims and tort litigation for which The Judge Advocate General is responsible. Excluded are records of formal contract claims, Air Force Industrial Fund laundry and dry cleaning claims, report of survey claims, and regular real estate acquisition, disposition or rent claims.

**TABLE 112-1**
**CLAIMS RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | general administration | HQ USAF directives and other records relating to general administration or policy for handling claims which are not covered elsewhere | | destroy when superseded or rescinded. |
| 2 | | all other directives | | destroy after 2 years. |
| 3 | completed claims case files (except hospital recovery claims, rule 15) for which the Judge Advocate General is responsible | all claims, whether settled or otherwise disposed of, paid claims (except rules 4 and 4.1) and claims asserted by the AF | | destroy 1 year after the close of the fiscal year in which claims are settled. |
| 4 | | claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by HQ USAF/JACC or subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act at HQ USAF/JACC | | destroy 6 years after the close of the fiscal year in which claims are settled. |
| 4.1 | | disapproved claims identified in rule 4 | at other than HQ USAF/JACC | destroy 3 years after the close of the fiscal year in which claim is settled. |
| 5 | claims records | records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP) | copies 1 through 5 at HQ USAF/JACC | destroy after 90 days. |
| 6 | | | copy 6 at offices taking final disposition | destroy 1 year after the close of the fiscal year in which claims are settled, provided that claims are accurately reflected in CAMP. |
| 7 | claims reports | investigation reports prescribed in AFM 112-1, Claims Manual, that are not maintained and disposed of as part of a claims case file (rules 3, 4, 4.1, 16, 21 and 22) | | destroy 1 year after lapse of statute of limitations (note: do not retire to records center). |
| 8 | | international agreement reimbursement reports | | destroy 3 years after the close of the fiscal year in which reviewed. |
| 9 | (RESERVED) | | | |
| 10 | accident or incident logs | logs closed after the end of the FY in which all cases thereon have been closed or forwarded to another claims headquarters for final action | at initiating authorities for each FY to record occurrences that may result in claims | destroy after 3 years. |
| 11 | investigation reports of aircraft or missile incidents | investigations performed under AFR 110-14 | at appointing authorities' staff judge advocate | destroy after 25 years. |
| 12 | | | at other than staff judge advocate offices | destroy after 3 years. |

TABLE 112-1. CONTINUED

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 12.1 | | | at MAJCOMs | |
| 13 | memorandum opinions | analysis of unique or new claims issues of value for research or legal precedent basis | | destroy when no longer needed. |
| 14 | | memorandum opinions not maintained and disposed of as part of a claims case file (rules 3, 4, and 4.1) | | destroy after 90 days. |
| 15 | hospital recovery claims | records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651–3) | those having no third party tort liability, since no claim number is assigned | the file becomes a claims report (see rule 7). |
| 16 | | | paid in full or settled within delegated limits | destroy 3 years after the end of the fiscal year in which claims are settled. |
| 17 | | | reports and copies of documents required to be sent and held by HQ USAF/ JACC in cases involving litigation | destroy 1 year after the FY in which litigation is concluded. |
| 18 | (RESERVED) | | | |
| 19 | Claims Administrative Management Program (CAMP) | monthly reports of current FY claims | at HQ USAF/JACC and JAED | destroy after 10 years. |
| 20 | | | at other than HQ USAF/ JACC and JAED | destroy after 5 years. |
| 21 | tort litigation case files | administrative claim files and records accumulated incident to litigation arising out of tort related claims | at HQ USAF/JACC | destroy 5 years after FY in which the litigation is concluded. |
| 22 | | | at other than HQ USAF/JACC | destroy 2 years after FY in which litigation is concluded. |

**120. Inspector General.** This table covers records related to policies and procedures for the overall direction and planning of inspector general activities.

TABLE 120-1

INSPECTOR GENERAL ADMINISTRATIVE REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | administrative inquiries and investigation reports | reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel, not including OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights | | destroy 2 years after final action. |
| 2 | personal conference period reports or personal complaints | formal complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken which are a result of personal conference periods or complaints presented under AFR 123-11 | | destroy 1 year after year in which case is closed. |

**122. Nuclear Surety.** These tables cover records related to nuclear accident and incident prevention programs, including policy and safety-rule regulations governing all operations with nuclear weapon systems.

TABLE 122-1

*NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | operational plan data documents (OPDDs) | descriptions of intended operations with NWSs used as source data for safety studies and operational reviews of USAF/non-U.S. NATO NWSs | at HQ AFISC/SNS | destroy when no longer needed. |
| *2 | | | at HQ USAF, MAJCOMS and other offices of record | destroy when superseded, obsolete, or no longer needed. |
| *3 | technical nuclear safety analyses (TNSAs) | analyses of adequacy of NWSS features | at HQ AFISC/SNS | destroy when no longer needed. |
| *4 | | | at MAJCOMS and other offices of record | destroy when superseded, obsolete, or no longer needed. |
| *5 | NWSSG safety study reports | working draft reports of initial, preoperational and special safety studies and operational reviews of USAF/non-U.S. NATO NWSs | at HQ AFISC/SNS | destroy when no longer needed. |
| *6 | | intermediate versions of reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG | | |
| *7 | | HQ USAF approved final version of NWSSG reports of NWSS studies and operational reviews | | |
| *8 | | copies of rules 5 thru 7 reports | at HQ USAF and other offices of record | destroy when superseded, obsolete, or no longer needed. |
| *9 | safety rules packages | draft CSAF/CJCS memoranda, description of NWS, summarys of operational concept, nuclear safety design features in NWS, and proposed NWSS rules included as appendix to rules 6 and 7 reports | at HQ AFISC/SNS | destroy reproducible masters when superseded, obsolete, or no longer needed. |
| *10 | | | at other offices of record | destroy when NWSS rules are published. |
| *11 | rules writer's background files | correspondence and study reports concerning establishment, application and interpretation of NWSS rules, including related JCS papers | at HQ AFISC/SNS | destroy 2 years after NWS is declared obsolete, nonoperational, or dropped from the USAF or non-U.S. NATO inventory. |
| *12 | NWS critical component lists | lists of critical hardware, software or code components subject to split handling/knowledge procedures | | destroy when superseded, obsolete or no longer needed. |

**TABLE 122-2**

**NUCLEAR REACTOR RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | health physics and process control data logs | health physics daily logs, water activity analysis logs, Geiger-Mueller analysis logs, air sample analysis logs, daily routine health physics logs, background and efficiency logs, portable survey instrument calibration logs, and source movement, inventory, and leak test logs | | retire as permanent on inactivation of the activity, or when no longer needed. |
| 2 | environmental sample data | data for the analysis of soil, vegetation, and water samples that are subject to radioactive contamination | | |
| 3 | nuclear power plant logs | daily operational records | | |
| 4 | contractor shipment records | forms used by contractors when shipping radioactive material | | |
| 5 | radiation level | reports which provide data required to analyze the possible buildup of radiation levels | | |
| 6 | radiation film badge | records that serve as a reference to dosimeter logs and provide a record of the accumulated radiation dosage in a specific area for which the permit was issued | | |
| 7 | dosimeter log | a log of each entry used to control the number of individuals in a nuclear reactor plant at any one time, record the amount of radiation exposure by each individual while in the plant, and to provide a record of who is in the plant in event of an emergency | at nuclear reactor plants | destroy after 2 years. |
| 8 | process control charts | graphic presentations used in analyzing trends in plant chemistry parameters, and provide a basis for determining the need for changes in chemical treatment of various plant systems | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 9 | occupational exposure | dosimeter film exposure listing used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records | | destroy after 1 year. |

TABLE 122-3

ACCIDENT/INCIDENT REPORT

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | nuclear accident/incident deficiency analyses and summaries | analyses and statistical data summaries prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports | filed with accident/incident deficiency report | destroy with related reports. |
| 2 | | | filed with nuclear weapon system case file | destroy with case file (table 122-1). |
| 3 | nuclear accident/incident deficiency report (also see table 127-2, rules 1, 2, and 3) | initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFR 127-4 | original paper records at HQ USAF/IGDN | destroy after microfilm or automated data is determined adequate substitute. |
| 4 | | | microfilm copies of automated data | destroy after 30 years. |
| 5 | | | copies retained by originator | destroy after 2 years, or on inactivation of the activity, whichever is sooner. |
| 5.1 | | | copies at MAJCOMs and below | destroy after 2 years, or when no longer needed, whichever is sooner. |
| 6 | reactor/radioisotope systems accident/incident reports | | original paper records at HQ USAF/IGDN | destroy after microfilm or automated data is determined adequate substitute. |
| 7 | | | microfilm copies of automated data | destroy after 30 years. |
| 8 | | | copies retained by originator | destroy after 2 years, or on inactivation of the activity, whichever is sooner. |
| 8.1 | | | copies at MAJCOMs and below | destroy after 2 years, or when no longer needed, whichever is sooner. |

**123. Inspection.** This table covers records related to the inspection system, which provides for factual evaluation of the effectiveness and economy of Air Force operations methods and procedures.

**TABLE 123-1**

**INSPECTION RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | inspection reports not otherwise covered in this table | | at MAJCOMs and subordinate commands | destroy 1 year after next like inspection or after 3 years, whichever is sooner. |
| 2 | | record copies | | destroy 10 years after completion of subject inspection. |
| 3 | | | at inspected activities, monitoring, evaluating, or approving authorities | destroy 1 year after corrective action has been taken, or after next inspection, whichever is later. |
| 4 | | information copies of other unit inspections furnished for self-inspection and replies when required | | destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner. |
| 5 | | special interest items inspection files | | destroy after 1 year, or when no longer needed, whichever is later. |
| 6 | | copies of reports with active-review findings | | destroy 2 years after approval of inspection report. |
| 7 | | informational background material collected during an inspection | | destroy when no longer needed. |
| 8 | surveillance records | records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness | originals at HQ USAF/IGD (note: paper copies are normally microfilmed within 3 years) | destroy 10 years after completion of subject inspection. |
| 9 | inspection team programming | inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection (other than AFR 121 series), and information pertinent to special inspection efforts | at inspection offices | destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later. |
| 10 | inspection checklists | inspection checklists, inspection guides, individual methods of approach or similar records and papers related thereto, not published as, or supplement to, a standard publication per AFR 5-1 (see Table 5-1); and, which are not used to record a completed inspection | | destroy when superseded, obsolete, or no longer needed. |
| 10.1 | self-inspection checklists | | | see table 11-2, rule 33. |
| 11 | inspection clearance certificates | certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto | at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities | destroy after 1 year. |
| 12 | operational readiness plans | plans prepared for guidance of the conduct of operational readiness inspections | at MAJCOMs and below | destroy when superseded. |
| 13 | summary of inspector general activities | reports of audit, inspection, and investigative activities pertaining to fraud, waste and abuse | | destroy after 3 years, or when no longer needed, whichever is sooner. |

READEX FICHE

**124. Special Investigations.** These tables cover records pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence and special investigative services.

**TABLE 124-1**

**AFOSI CRIMINAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | investigations into offenses of espionage, sabotage, treason, sedition, violation of AFR 205-57 and security violations | reports, statements, affidavits, correspondence, and related records pertaining to specific investigations | at HQ AFOSI | retire as permanent (see note 1). |
| 2 | | | at AFOSI field extensions | destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. |
| 3 | (RESERVED) | | | |
| 4 | investigations into alleged violations of laws, regulations, and directives (excluding investigations covered by rules 1, 2, 3, 12, 13, and 14) | reports, statements, affidavits, correspondence, and related records pertaining to specific investigations | at HQ AFOSI | destroy 15 years after date of last action (see note 2). |
| 5 | | | at AFOSI field extensions | destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. |
| 6 | (RESERVED) | | | |
| 7 | procurement/disposal cases | information copies of interest to AFSC/AFLC | at AFOSI Districts 4 and 5 | destroy when no longer needed. |
| 8 | reciprocal investigations | reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas | at HQ AFOSI | destroy after 1 year (see note 3). |
| 9 | | | at AFOSI field extensions | destroy after 90 days. |
| 10 | zero files (all categories contained in table 124 series) | records containing specific and nonspecific investigative information | at HQ AFOSI | destroy after 15 years. |
| 11 | | | at AFOSI field extensions | destroy after 2 years, or when no longer needed, whichever is later. |
| 12 | CI special inquiry cases | reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development | at HQ AFOSI | destroy 15 years after date of last action. |
| 13 | | | at AFOSI field extensions | destroy 3 months after Case Survey Form , Part III is submitted to AFOSI, or when no longer needed, whichever is sooner. |
| 14 | | inquiries from members of the public who are collectors of information relating to DOD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters | at HQ AFOSI | destroy after 1 year or when no longer determined pertinent by an annual review. |

TABLE 124-1. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | AFOSI reports of investigation | reports, statements, and related records pertaining to specific investigations | copies at non–AFOSI offices | destroy when no longer needed. |

NOTES:

1. Offer to the National Archives within 25 years after date of last action.
2. Reports of investigations conducted on AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSCs, or on whom AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
3. Custodians will adhere to criteria in AFR 124-13. If not validated for retention, records will be destroyed.

TABLE 124-2

COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | counterintelligence operational case files | reports, statements, affidavits, correspondence, and related records regarding individual operational development | at HQ AFOSI | retire as permanent (see note 1). |
| 2 | | | at AFOSI field extensions | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 3 | | | information copies at AFOSI Dist 44 and 70 | destroy when no longer needed. |
| 4 | counterintelligence briefings | requests for and records of counterintelligence briefings | at HQ AFOSI | destroy after 15 years. |
| 5 | | | at AFOSI field extensions | destroy after 1 year. |
| 5.1 | counterintelligence denied area briefings/debriefings | requests for and records of counterintelligence briefings/debriefings | at HQ AFOSI | destroy after 15 years. |
| 5.2 | | | at AFOSI field extensions | destroy after 3 months. |
| 6 | publications prepared by AFOSI pertaining to non-DOD affiliated US citizens/organizations | counterintelligence special reports, local estimates, and OSI information briefs | at HQ AFOSI | destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see notes 2 and 3). |
| 7 | | | at AFOSI field extensions | destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see notes 2 and 4). |
| 8 | publications prepared by AFOSI pertaining to foreign citizens/organizations | record copies of recurring and nonrecurring publications | at HQ AFOSI | destroy after 10 years (see note 2). |
| 9 | | | at AFOSI field extensions and other activities | destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner (see note 2). |
| 10 | publications received from other sources pertaining to non-DOD affiliated US citizens/organizations | | at any AFOSI activity | destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (see note 2). |
| 11 | publications received from other sources pertaining to foreign citizens/organizations | | | destroy when no longer needed or obsolete, unless originating office requests its return (see note 2). |
| 12 | security vulnerability test cases | operational test reports with supporting documents | at HQ AFOSI | destroy after 15 years. |

**NOTES:**

1. **Offer to the National Archives within 25 years after the date of the last action.**
2. **Custodians will adhere to criteria in AFR 124-13.**
3. **At the time the records are not validated for retention, offer them to the National Archives for a determination of their historical worth. If refused by the Archivist, the records will be destroyed.**
4. **If not validated for retention, records will be destroyed.**

TABLE 124-3

INVESTIGATIVE COLLECTIONS AND SURVEYS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | counterintelligence collections documents pertaining to non-DOD affiliated US citizens/organizations | DOD intelligence information reports originated by AFOSI | at HQ AFOSI | destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see note 1). |
| 2 | | | at AFOSI field extensions | destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see note 2). |
| 3 | counterintelligence collection documents pertaining to foreign citizens/organizations | DOD intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05) | at HQ AFOSI | retired to WNRC prior to microfilming project, destroy after 6 years. |
| 4 | | | at HQ AFOSI | destroy when microfilm is determined adequate substitute. |
| 5 | | | microfilm copies | destroy after 6 years. |
| 6 | | DOD IIRs originated by AFOSI regarding espionage and sabotage agencies (05) | at HQ AFOSI | destroy when microfilm is determined adequate substitute. |
| 7 | | | microfilm copies | destroy after 25 years. |
| 8 | | | at HQ AFOSI and have not been microfilmed | |
| 9 | | DOD IIRs originated by AFOSI regarding any type of collection target | all except record copies | destroy after 3 years, or when no longer needed, whichever is sooner. |
| 10 | | reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI | at HQ AFOSI | destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner. |
| 11 | | | at AFOSI field extensions | destroy after 1 year. |
| 12 | | microfilm aperture cards (MACs) and general purpose cards (GPCs), data extracted from records identified in rules 3, 6, 9) | at HQ AFOSI | destroy when superseded, obsolete or no longer needed. |
| 13 | information collection | information created by AFOSI on USAF installations, facilities or operational sites | necessary to counter activity directed against a USAF element or personnel | destroy when superseded or rescinded. |
| 14 | | | pertinent to closed installations, facilities or operational sites | destroy after 1 year. |
| 15 | | information pertaining to counterintelligence, antiterrorism, or security investigations/operations originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property or functions and no DOD file is created or DOD information is generated | at any AFOSI activity | destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition. |

TABLE 124-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 16 | criminal/fraud collections | reports responsive to HQ AFOSI collection requirements | at HQ AFOSI and AFOSI field extensions | destroy after 3 years, or when no longer needed, whichever is sooner. |
| 17 | development files | information on criminal and fraud activities requiring follow-up action that may lead to an investigation | at HQ AFOSI | destroy after 15 years. |
| 18 | | | at AFOSI field extensions | destroy after 2 years. |
| 19 | fraud surveys | reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement | at HQ AFOSI | destroy after 5 years. |
| 20 | | | at AFOSI field extensions | destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. |
| 21 | hostile establishment file | Hostile Establishment Profile (AFOSI Form 134) | at HQ AFOSI and AFOSI field extensions | destroy when superseded, obsolete or no longer needed. |
| 22 | | | (RESERVED) | |
| 22.1 | | aperture cards, maps, sketches, photographs | at HQ AFOSI | destroy when superseded, obsolete or no longer needed. |
| 23 | computerized information collection | computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts | | |
| 24 | | | at AFOSI field extensions | destroy when superseded, obsolete, no longer needed, or on direction of HQ AFOSI. |
| 24.1 | computerized information collection support file | CHIPS aperture cards, photographs and reports and TIPS reports | at HQ AFOSI | destroy when superseded, obsolete or no longer needed. |
| 25 | collection requirements (CRs) | letter format operational directives | | destroy 3 years after cancellation or completion. |
| 26 | | | at AFOSI field extensions | destroy when superseded or rescinded. |
| 27 | terrorist activities | AFOSI, other US intelligence, State Department and foreign broadcast reports, and news media articles on specific terrorist incidents, groups and activities | at HQ AFOSI | destroy when superseded, obsolete or no longer needed. |
| 28 | multidiscipline intelligence | US intelligence reports, messages and advisories, AF messages, FAA reports, and news media articles used for multidiscipline intelligence activities and capabilities/systems | | |
| 29 | multidiscipline counterintelligence (MDCI) | AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information | | |

NOTES:

1. At the time the records are not validated for retention, offer them to the National Archives. DOD-originated files which contain significant analytical comments, value judgments or recommendations pertaining to information received or acquired from agencies outside the DOD. If refused by the Archivist, the records will be destroyed.
2. If not validated for retention, records will be destroyed.

TABLE 124-4

SECURITY INVESTIGATIONS AND OPERATIONS

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | internal security investigations for DOD-affiliated personnel | investigations of personnel when the allegation falls within the purview of AFRs 35-62, 40-732 or 205-4, exclusive of copies of investigative reports furnished by the Office of Personnel Management | at HQ AFOSI wherein the affiliation was not completed | destroy 1 year after notification that affiliation was not completed. |
| 2 | | | at HQ AFOSI wherein the affiliation was completed. | destroy after 15 years (see note 2). |
| 3 | | | at AFOSI field extensions | destroy after 3 months or when no longer needed, whichever is sooner. |
| 4 | special requests | limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only, on persons who have access to areas but who do not require a formal security clearance | at HQ AFOSI and AFOSI field extensions | |
| 5 | reciprocal investigations (personnel security) | reports and correspondence prepared for other government agencies including DIS | at AFOSI field extensions | destroy after 3 months. |
| 5.1 | | | at AFOSI field extensions which contain names of sources not released to DIS | destroy after 1 year. |
| 6 | unfavorable premarital investigations (when marriage takes place) | requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18 | at HQ AFOSI | destroy after 5 years (see note 1). |
| 7 | | | at AFOSI field extensions overseas | destroy after 1 year. |
| 8 | unfavorable premarital investigations (when marriage has not taken place) | | | |
| 9 | favorable premarital investigations | | at AFOSI field extensions | |
| 10 | (RESERVED) | | | |
| 11 | protective services investigations | reports, statements, affidavits, correspondence and related records regarding individual case | at HQ AFOSI | destroy after 15 years. |
| 12 | | | at AFOSI field extensions | destroy after 1 year, or when no longer needed, whichever is later. |
| 13 | protective services referral information | identification data/summaries concerning individual or group reportable to USSS under AFR 124-16 | at HQ AFOSI | destroy after 15 years. |
| 14 | | | at AFOSI field extensions | destroy after completion/termination. |
| 15 | protective services operations | reports of either completed full scale protective services operations or letter reports reflecting the expenditure of AFOSI resources to provide limited protective assistance to senior officials | at HQ AFOSI | destroy after 5 years, or when no longer needed, whichever is sooner. |
| 16 | | | at AFOSI field extensions | destroy after 3 months, or when no longer needed, whichever is sooner. |

TABLE 124-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 17 | personnel security investigations for DOD affiliated personnel | investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by the Office of Personnel Management. | at HQ AFOSI created prior to Oct 72 and maintained in support of DIS | destroy 15 years after date of last action. |
| 18 | refugees/defectors cases | reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals | at HQ AFOSI | destroy 25 years after date of last action. |
| 19 | | | at AFOSI field extensions | destroy after 1 year. |
| 20 | special inquiry—AFOSI personnel | reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries | at HQ AFOSI | destroy at the time an individual's assignment to AFOSI/ DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of reprocurement process, whichever is later. |
| 21 | | | at AFOSI field extensions | destroy 3 months after command action has been completed. |

NOTES:

1. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on whom AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
2. Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be offered to the National Archives after 15 years.

**TABLE 124-5**

**TECHNICAL SUPPORT OPERATIONS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | technical security briefings | requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipient(s) | at HQ AFOSI | destroy after 5 years. |
| 2 | | | at AFOSI technical services districts | destroy after 2 years. |
| *3 | technical security survey report files | requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey | at HQ AFOSI | destroy after 15 years. |
| 4 | | | at AFOSI technical services districts | destroy after 2 years, or when no longer needed, whichever is later (see note 1). |
| 5 | | | at AFOSI servicing districts | destroy after 3 months, or when no longer needed, whichever is sooner. |
| 6 | | | at the requester or other organizations | destroy when resurvey is completed, or when no longer needed. |
| 7 | technical support operations | technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations | at HQ AFOSI | destroy under same destruction criteria assigned to the substantive case supported (see note 2). |
| 8 | | | at AFOSI technical services districts | forward to HQ AFOSI 3 months after case is closed or after command action has been completed, whichever is later. |
| 9 | technical support repository reports | photo support repository and support documents | at HQ AFOSI | destroy after 6 years. |
| 10 | | | at AFOSI technical services districts | destroy after 2 years. |
| 11 | polygraph examinations | reports of polygraph examinations, statement of consent, charts and allied papers | at HQ AFOSI | destroy after 15 years, or with related case file, whichever is later. |
| 12 | | | at AFOSI field extensions | destroy 3 months after close of related investigation. |
| 13 | special investigative services | identi-kit reports, laboratory analysis, reports and records concerning other forensic services | at HQ AFOSI | destroy after 15 years. |
| 14 | | | at AFOSI field extensions | destroy after 3 months. |
| 15 | forensic service provided by an AFOSI regional forensic consultant | AFOSI Form 10, Forensic Science Statistical Data | at HQ AFOSI | destroy after 5 years. |
| 15.1 | | | at AFOSI field extensions | destroy after 3 months. |
| 15.2 | | statistical data summaries | at HQ AFOSI | destroy after 2 years. |
| 16 | forensic hypnosis interviews | statements of consent, recordings and related records | | destroy after 15 years, or with related case file, whichever is later. |
| 17 | | | at AFOSI Field extensions | destroy 3 months after close of related investigation. |
| 18 | forensic science policy guidance | correspondence pertaining to the operation of the forensic science program | at HQ AFOSI and AFOSI field extensions | destroy when superseded, rescinded, or no longer needed. |
| 19 | forensic travel records | messages of request, TDY orders and travel vouchers | | see tables 10-3 and 177-20. |

TABLE 124-5, CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 20 | forensic digest | official and professional information on forensic science and investigative techniques | at HQ AFOSI | see table 5-1, rule 1. |
| 21 | | | at AFOSI field extensions | see table 11-1, rule 14. |
| 22 | AFOSI training programs | applicants requests for training for forensic science scholarship and specialized criminal investigative course programs, and related documents | at HQ AFOSI and AFOSI field extensions | destroy after 5 years. |
| 23 | National Crime Information Center (NCIC) | policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF | at HQ AFOSI | destroy when superseded, rescinded, or no longer needed. |
| 24 | | backup information on NCIC terminal entries into the NCIC computer | | destroy 3 months after related entry is removed from the computer. |
| 25 | | HQ AFOSI terminal entries into the NCIC computer | on deserters | destroy (remove) entry from computer upon return of member to military control. |
| 26 | | | on weapons | destroy (remove) entry from computer after 15 years, or when weapons are recovered, whichever is sooner. |
| 27 | | | on stolen automobiles, motorcycles, and license plates | destroy (remove) entry from computer after 4 years, or when items are recovered, whichever is sooner. |
| 28 | | | on stolen property | destroy (remove) entry from computer after 1 year, or when property is recovered, whichever is sooner. |
| 29 | | FBI validation listings | at HQ AFOSI | destroy when superseded. |

NOTES:

1. Copy of recurring surveys will be retained until resurvey is completed.
2. Retain for a minimum of 10 years.

TABLE 124-6

SOURCE RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AFOSI/Contacts (OSI/C) | | at HQ AFOSI | destroy 15 years after contact is permanently terminated. |
| 2 | | | at district source coded officers (SCOs) | send to gaining district if OSI/C is transferred or destroy after 1 year if all pertinent data has been previously forwarded to HQ AFOSI. |
| 3 | | | at lower levels | send to district SCO after OSI/C is transferred or permanently terminated. |
| 4 | associated personnel | | at HQ AFOSI | destroy after 15 years. |
| 5 | | | at AFOSI field extensions | destroy after 2 years. |
| 6 | name traces | material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities | at HQ AFOSI | destroy after 15 years. |
| 7 | | | at AFOSI field extensions | destroy after 1 year or when no longer needed, whichever is sooner. |
| 8 | source register (OSI/C) | identification data pertaining to AFOSI contacts | at HQ AFOSI | destroy 15 years after contact is permanently terminated. |
| 9 | source register (CSI cards) | AFOSI Form 153 | | destroy 10 years after CSI is terminated. |
| 10 | | | at AFOSI field extensions | destroy 2 years after CSI is terminated. |
| 11 | source dossier (CS) | investigations and other data pertaining to coded sources (CS) | at HQ AFOSI | destroy 15 years after CS is terminated. |
| 12 | | | at AFOSI field extensions | destroy 1 year after termination. |
| 13 | source register (CS) | identification data pertaining to CS | at HQ AFOSI | destroy 15 years after CS is terminated. |
| 14 | | | at AFOSI field extensions | destroy 1 year after CS is terminated. |
| 15 | area source program (ASP) dossiers | identification data pertaining to ASP personalities | at HQ AFOSI | destroy 10 years after termination. |
| 16 | | | at AFOSI field extensions | destroy 1 year after termination. |
| 17 | ASP source cards | AFOSI Form 159 | at HQ AFOSI | destroy 10 years after termination. |
| 18 | | | at AFOSI field extensions | destroy 3 months after termination. |
| 19 | potential sources | identification and related data pertaining to potential sources | at AFOSI activities | destroy after they become active/transferred or terminated. |
| 20 | open sources | identification and related data pertaining to open sources | at AFOSI activities | destroy after termination. |
| 21 | SCO burn list | identification of individuals concerned | at HQ AFOSI | destroy 15 years after date of original record. |
| 22 | | | at AFOSI field extensions | destroy 5 years after date of original record. |
| 23 | monthly statistical data report | statistical data | at HQ AFOSI and AFOSI field extensions | destroy after 1 year. |

TABLE 124-7

AFOSI INVESTIGATIVE SUPPORT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | evidence logs | ledgers reflecting acquisition and final disposition of evidence obtained during the course of an investigation | at HQ AFOSI and AFOSI field extensions | destroy 2 years after the close-out date of the log (all ledger entries indicate final disposition of all evidence). |
| 2 | index documentation | names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes (includes AFOSI information in the Defense Central Index of Investigations) | at HQ AFOSI and AFOSI field extensions | destroy when related case file is destroyed. |
| 3 | (RESERVED) | | | |
| 4 | liaison and jurisdictional agreements | letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies | at HQ AFOSI | retire as permanent (see note 3). |
| 5 | | | at AFOSI field extensions | destroy when no longer needed. |
| 6 | complaint form file | specific and nonspecific investigative material | at detachments, resident agencies, and operating locations | destroy after 1 year. |
| 7 | statistical documents | collection of workload and man-hour statistics concerning investigations and related activities | at HQ AFOSI | destroy after 5 years. |
| 8 | | data listings of technical support case with related correspondence, data cards and tapes | | destroy after 10 years. |
| 9 | | | at AFOSI field extensions | destroy after 1 year. |
| 10 | school and college ability tests (SCATS) | test booklets and scoring stencils used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty | | destroy when superseded or obsolete. |
| 11 | authority to issue badges and credentials | rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence, used as identification for personnel who qualify for and who are eligible to be issued badges and credentials | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 13 | badges, credentials, receipts and inspection records | credentials | at HQ AFOSI | destroy 6 months after cancellation or when superseded. |
| 13 | | badge and credential receipt (copy 1) | sent to AFOSI District 8 upon surrender of badge and credentials | destroy when superseded or no longer needed. |
| 14 | | badge and credential receipt (copy 2), ADP card, machine listings, and inspection/inventory reports | at HQ AFOSI | |
| 15 | | badge and credential receipt (copy 3) and inspection reports | agents receipt copy reports at AFOSI field extensions | destroy when no longer needed. |
| 16 | | badge and credential receipt (copy 4) | at AFOSI District 8 | |
| 16.1 | | badge and credential receipt (copy 5) | at HQ AFOSI | destroy on surrender of badge and credentials to which they pertain. |
| 17 | investigative control summaries and data cards | summary of information and data contained in reports of investigation, command actions, and review board decisions | at division and branch levels to establish controls and suspenses to follow cases | destroy after 5 years, or when superseded, obsolete or no longer needed. |

TABLE 124-7, CONTINUED

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 18 | AFOSI investigative resumes for USAF commanders | factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations | at HQ AFOSI/ACM | destroy after 5 years. |
| 19 | | | at other offices | destroy when no longer needed. |
| 20 | (RESERVED) | | | |
| 21 | (RESERVED) | | | |
| 22 | objectionable material | pictures, books, etc. | at HQ AFOSI | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 23 | AFOSI applicant investigative processing | applicant processing records, copies of personnel security investigations and records relating to the suitability and retainability of the individual | at HQ AFOSI which were disapproved or terminated | destroy after disapproval or termination. |
| 24 | | | at HQ AFOSI which were approved | destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of reprocurement process, whichever is longer. |
| 25 | | | at AFOSI field extensions | destroy 3 months after completed action is forwarded to HQ AFOSI. |
| 26 | wire tapping and eavesdropping records | reports and records required by AFR 124-18 on the inventory and use of wire tapping and eavesdropping devices | at HQ AFOSI and accumulated by investigative personnel | destroy under same destruction criteria assigned to the substantive case supported (see notes 1 and 2). |
| 27 | identi-kit composite constructed in unknown subject cases | identi-kit composites | at AFOSI field extensions | destroy after 5 years. |
| 28 | fraud/criminal briefing program | reports, correspondence and related records on fraud mission briefings | at HQ AFOSI | destroy after 3 years. |
| 29 | | | at AFOSI field extensions | destroy after 1 year. |
| 30 | specialized crime reports and studies | information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends | record copies at HQ AFOSI | destroy after 6 years. |
| 31 | | | at AFOSI field extensions | destroy after 2 years. |
| 32 | | | at units | destroy after 1 year. |
| 33 | fraud evaluations | district fraud manager unit evaluation reports consisting of letters, messages and statistical data | at AFOSI field extensions | |

NOTES:

1. Offer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.
2. Retain for a minimum of 10 years.
3. Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**125. Security Police.** These tables cover records relating to general policies and procedures governing the enforcement of military discipline, motor vehicle traffic control, prisoner confinement and retraining, maintenance of standards of conduct, and management of the sentry dog program.

### TABLE 125-1

### SECURITY POLICE

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | complaints and incidents | incident/complaint reports, receipt of prisoner or detained person, with affidavits, sworn statements, reports to civil police, and confinement requests | at security police | destroy after 3 years (see note 6). |
| 1.1 | | | copies at other activities | destroy after 1 year. |
| 2 | | individual reference forms of individuals listed as suspects or subjects for any offense | at security police | destroy 3 years after close of year when last entry was made (see note 2). |
| 2.1 | | individual incident reference forms of individuals listed as witnesses, complainants or victims | | destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment or transfer, whichever is sooner. |
| 3 | | (RESERVED) | | |
| 4 | | security police activities reports and supporting documents | at security police | destroy after 2 years. |
| 5 | | serious crimes/incidents reports and/or related summaries not maintained with other series | at MAJCOM OPRs | destroy after 3 years or when no longer needed, whichever is sooner. |
| 5.1 | | | copies other than rule 5 | destroy after 1 year or when no longer needed. whichever is later. |
| 5.2 | | AF Law Enforcement Terminal System (AFLETS) forms | at security police | destroy after 3 years or when all entries on form are deleted from the NCIC computer, whichever is later. |
| 5.3 | | AFLETS computer entries | | destroy (cancel) when entry is no longer valid. |
| 6 | desk blotters | a chronological record of delinquencies, incidents, messages, etc | | destroy 1 year after date of last entry. |
| 7 | | | information copies | destroy after 3 months or when no longer needed, whichever is sooner. |
| 8 | incident investigation cases | records accumulated by security police pursuant to investigations of incidents and crimes | at security police | destroy after 3 years. |
| 9 | | other agencies investigative reports received from AFOSI | | return to appropriate activity per table 205-3. |
| 10 | absentee case files (see table 35-1) | data on absentees wanted by the Armed Forces, reports of return of absentees, records on escaped prisoners sentenced to discharge, forms and/or requests for service records and allied papers, reports of apprehension of absentees, leads for apprehension | | see rules 1, 2, 8, and 9. |
| 11 | (RESERVED) | | | |
| 12 | (RESERVED) | | | |
| 12.1 | property receipt records | AF Forms 52 for property found and not to be used as evidence | | destroy 3 months after disposition of property. |
| 13 | | receipts and related correspondence for property of detained personnel, and property impounded, seized as evidence, or otherwise held by security police | | destroy 3 years after disposition of property (see note 1). |

TABLE 125–1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13.1 | driver records | information on motor vehicle accidents and violations used for point assessments, revocation or suspension, and other actions affecting driving privileges | | destroy 1 year after disposition of entries IAW AFR 125–14 or when individual or sponsor retires, or terminates employment, whichever is sooner (see note 3). |
| 14 | traffic reports | reports of traffic accidents, incidents, and related tickets and violation notices | | destroy after 2 years. |
| *14.1 | | tickets or violation notices | at security police | |
| 14.2 | | voided violation notices | | destroy 3 months after posting and forfeiture of collateral, or dismissal. |
| 15 | | reports of traffic studies, including those which reflect the volume of vehicular traffic entering or departing an installation or access road | | destroy on preparation of new or amended report. |
| 16 | security police patrol reports | special reports relating to activities or conditions | at security police | destroy after 1 year. |
| 16.1 | | physical security check records | | destroy after 3 months. |
| 17 | permits and registration records | records of property and permits issued, excluding private vehicle records | | destroy 1 year after departure of owner on TDY or PCS. |
| 18 | firearm authorization for employees | USAF employee firearm authorization, and related records | record copies | destroy 2 years after expiration or revocation. |
| 19 | | | individuals' copies | destroy immediately on revocation or expiration date, whichever is sooner. |
| 19.1 | (RESERVED) | | | |
| 20 | project identification participation notice | forms from owner which identify property under Air Force Crime Prevention Program | at security police | destroy 1 year after owner has been reassigned or separates. |
| 21 | entry control records | registers of personnel, motor vehicles or other property moving into or from restricted or controlled areas | | destroy after 3 months. |
| 22 | barred personnel | records pertaining to persons prohibited from entering US military installations for cause; i.e., those who are security-loyalty risks, who possess undesirable traits of character or whose conduct is prejudicial to good order and discipline | for active installations | destroy 3 years after removal from the barred list. |
| 23 | | | for inactivated installations | destroy after 3 years. |
| 24 | Armed Forces Disciplinary Control Board | reports of board proceedings, recommendations to the board, supporting records | | destroy after 5 years. |
| 25 | | charter or directive creating board | | destroy 5 years after board is dissolved. |
| 26 | | records related to off-limit actions | | destroy 5 years after off-limits action is voided. |
| 27 | | board member files | | see table 25–3. |
| 28 | military working dog (MWD) training | training and utilization performance records such as narcotics/explosives detectors, and MWD team certifications for control of training and use as legal evidence of a dog's team reliability | | destroy after death or retirement of dog. |
| 28.1 | MWD health and service | immunization, clinical health certificates, X–rays, veterinary examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by 163–series directives and AFR 400–8 | | destroy when no longer needed (see note 4). |

TABLE 125-1, CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 29 | MWD program status reports | statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections | at HQ AFOSP | destroy after 2 years. |
| 29.1 | | | at MAJCOMs and units | destroy after 1 year. |
| 30 | personnel identification credentials | | | see table 30-2. |
| 31 | identification card control logs | | | |
| 32 | identification card applications | | | |
| 33 | provisional passes | | | |
| 34 | receipts for identification credentials | | | |
| 35 | restricted area badges | | | |
| *36 | inspection reports | findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc. to determine an activity's capabilities to protect government property, take corrective action and for use in self-inspections | at activities performing inspection | destroy 2 years after all follow-up action is completed. |
| 36.1 | | | at inspected activities | destroy after next inspection/test or upon correction of all deficiencies, whichever is later. |
| 37 | firearm or war trophy confiscation | | at security police | destroy 3 years after final disposition of property. |
| 38 | resource protection plan (see table 207-1) | procedures for normal and emergency protection of nonpriority resources | master plans | destroy 1 year after superseded by new plan. |
| 39 | | | other than master plans | destroy when superseded. |
| 40 | security container check record | records used on containers/vaults for storing funds | at central depositories | destroy after 3 months. |
| 41 | | | outside of central depositories | destroy after superseding records are prepared. |
| 42 | firearm/ammunition inventory records | forms/records used in conducting daily inventories | | destroy after 3 months. |
| 43 | field interviews | data gathered about the presence of persons or circumstances in law enforcement patrol areas | | |
| 44 | alarm system test records | test records for intrusion detection alarm systems | | destroy when a new form is prepared or when no longer needed, whichever is later. |
| 45 | narcotic training aids | controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments (see note 5) | | destroy after 2 years. |
| 46 | pick up/restriction orders | identification and physical description of individual and reason for order being issued | record copies filed with the incident/complaint files | see rule 1. |
| 47 | | | copies at security police within issuing and at other installations | destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate. |
| 48 | security police competitions | plans, schedules, rules, correspondence and related records | at host MAJCOMs | destroy after 2 years or when superseded, whichever is sooner. |

**TABLE 125-1. CONTINUED**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 49 | | | at other MAJCOMs | destroy after 1 year. |

NOTES:

1. File records used in board proceedings and claims with the records to which they pertain.
2. Retain in current files area and transfer to the gaining installation on transfer of individual or sponsor.
3. Transfer to gaining installation on transfer of individual or sponsor. Destroy records on local retirees when they no longer have base registration. For overseas activities, destroy on reassignment of individual/sponsor to CONUS base for separation.
4. Units will forward records on death or retirement of dog to the Military Repository, Military Dog Records, Military Dog Veterinary Service, Wilford Hall USAF Hospital, Lackland AFB, TX 78236.
5. Maintain a separate file for each controlled substance shipment in active status until all controlled substances in the shipment have been disposed.
6. Incident/complaint reports that are used as source records for AFLETS are disposed with applicable AFLETS records, or after 3 years, whichever is later.

TABLE 128-2

CORRECTION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | prisoner personnel records | confinement orders, prisoner release orders, prisoner's personal history, mail and correspondence record, medical examiner's report, request and receipt for health and comfort supplies, report of or recommendation for disciplinary action, inspection record for prisoner in segregation, request for interview, prisoner evaluation record, individual prisoner utilization records | | destroy 4 years after release of prisoner from confinement. |
| 2 | (RESERVED) | | | |
| 3 | correction officer's records | prisoner's personal deposit fund records, and related records used as the basis on which a civil claim, criminal action or military disciplinary action has been initiated in connection with an entry or omission of an entry | | destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in rule 4 has elapsed. |
| 4 | | other than those in rule 3 | | destroy after 4 years. |
| 5 | | disciplinary books | | destroy 4 years after date of last entry. |
| 6 | | correction facility blotters and visitor's registers | | destroy 1 year after date of last entry. |
| 7 | prisoner reports and rosters | roster, reports of escaped and returned from escape prisoners | at correctional facilities | destroy after 1 year. |
| 8 | | daily strength records | originals | destroy 8 years after date of last entry. |
| 9 | | | other than originals | destroy when no longer needed. |
| 9.1 | | Security Police Correctional Activities Report | at HQ AFOSP | destroy after 3 years, or when no longer needed, whichever is sooner. |
| 9.2 | | | at MAJCOMs and correctional facilities | destroy after 1 year. |
| 10 | prisoner classification summaries | classification material on each individual prisoner | paper or microfilm copies in research collection No. 1 accumulated by the 3320th Retraining Group, Lowry AFB | destroy after 20 years (see notes 1 and 2). |
| 11 | | | paper copies or microfilm service prints in reference collection No. 2 | destroy after 1 year. |
| 12 | retrainees achievement test records | answer sheets of achievement test administered to retrainees | | |
| 13 | correctional custody case files | medical examiner's report, disciplinary punishment letter, weekly evaluation sheet of airman's attitude and performance; airman's personal history, and related documents accumulated as a result of nonjudicial action under Article 15, UCMJ | | destroy 3 months after end of month in which correctional custody terminated. |

NOTES:

1. If microfilmed, destroy paper records after microfilm has been inspected and found acceptable.
2. Retire original camera master silver negative to the WNRC, six months after microfilm has been accepted, for destruction after 20 years.

**TABLE 125-3**

**PRIVATE VEHICLE REGISTRATION AND SALE**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | private vehicle registrations, financial responsibility and ownership | certificates of compliance-private vehicle registration forms | | destroy after departure of registrant on PCS or termination of individual vehicle registration or re-registration of vehicles. |
| 2 | | registration identification label (see note) | | registrant will destroy on termination or expiration of registration or when replaced by current label. |
| 3 | | record copies of military registration and certificate of title of motor vehicle forms | | destroy 1 year after termination of registration, sale, transfer of ownership, shipment of vehicle to USA or other country, unless retention is required by joint service and/or host country agreement or arrangement—in which case, destruction will follow any records extension. Send to gaining installation on intra-theater transfers (see rule 4). |
| 4 | | temporary registration records | | destroy after 1 month. |
| 5 | private motor vehicle sales transaction | applications from military and civilian personnel for purchase or sale of privately owned motor vehicles | at oversea locations | destroy 1 year after individual completes oversea tour. |

NOTE: See table 30-2 for disposition of accountability forms such as AF Form 213, logs, registers, etc., used to issue sub-blocks of installation private vehicle registration identification decals to official vehicle registration agents.

**126. Natural Resources.** This table covers records relating to general policies and procedures governing the establishment and management of fish and wildlife programs at installations. These programs include multiple use of land and water for forestry, outdoor recreation, hunting and fishing and grazing; conservation of land and water; establishment of installation conservation and beautification committee; etc.

**TABLE 126-1**

**NATURAL RESOURCES (CONSERVATION)**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | fish and wildlife conservation | plans, agreements, reports, photographs, and correspondence pertaining to the conservation and development of fish and wildlife resources on AF installations | | destroy when superseded or on inactivation of the installation. |
| 2 | | minutes of conservation committee | | destroy after 1 year. |
| 3 | reports of soil and water | land management conservation program, supporting papers, and correspondence relating thereto | feeder reports at HQ USAF | destroy on consolidation, or when no longer needed. |
| 4 | | | consolidated reports | destroy after 2 years. |
| 5 | | | at MAJCOMs and below | destroy when superseded, or after 1 year, whichever is later. |
| 6 | forest management conservation | program plans, policies, budgeting authorizations, reports, procurement of supplies, services, labor, construction, and maintenance | | retire with other permanent records of the installation as provided for in table 87-2. |

127. **Safety.** These tables cover records pertaining to administration of the AF safety program as it applies to the whole area of accident prevention.

**TABLE 127-1**

**SAFETY PROGRAM ADMINISTRATION**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | safety program coordination | letters requesting/certifying that E-I teams have received safety indoctrination briefings at bases to which they are deployed. | at unit of assignment | destroy 1 year after job is completed. |
| 2 | safety studies | individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have an accident potential, and supporting records | at HQ USAF/IGD | destroy when superseded, obsolete or no longer needed (EXCEPTION: see para 3-2d(1) Vol 1, AFR 12-50, for disposal of collections of such records considered worthy of preservation). |
| 3 | | | at MAJCOMs and below | destroy when no longer needed. |
| 4 | safety visit reports | final reports and supporting correspondence relating to findings and recommendations during safety visits | at HQ USAF/IGDS | destroy after 3 years. |
| 4.1 | | | at wing/base safety offices | destroy after 1 year. |
| 5 | construction, explosives facilities and/or operations | site plans, drawings, specifications, explosives facility licenses, explosives waivers, deviations and other related correspondence and reports | | destroy when superseded, obsolete or cancelled. |
| 6 | operational review reports | reports, related background material, and correspondence, accumulated as a result of DOD-required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to-target sequence and safety rules | at HQ USAF | destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory. |
| 7 | | | at MAJCOMs | destroy when obsolete or no longer needed. |
| 8 | hazard reports | reports, with related attachments and correspondence, concerning but not limited to missile, ground, and flying hazards | | destroy after 5 years. |
| 9 | safety programming | inspection safety survey program, field effort itineraries, team personnel rosters and change sheets, records on personnel augmentation, and information pertinent to specific safety field efforts | | destroy after programming the next year's safety coverage. |
| 10 | safety council meetings | minutes of meetings related to flight, ground/explosive, missile and nuclear safety operations and their improvement | | destroy after 1 year. |
| 11 | safety education material | originals of any materials included in final publications, such as safety magazines, kits, etc., | | destroy when no longer needed. |
| 12 | ground safety management | reports concerning accident prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities | | destroy after 2 years. |
| 13 | private motor vehicle (PMV) flight record | records of traffic safety training, inspection of member's personal vehicle, investigation of traffic accident, and related correspondence | with PMV flight supervisor | destroy when individual is promoted to E-5 and attains the age of 26; upon reaching the age of 26, regardless of grade; when reassigned to another command or loses driving privilege for remainder of tour in the command in which the privileges were withdrawn. |

TABLE 127-1. CONTINUED

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | PMV control unit records | notification of assignment to PMV control unit, accident reports, training records and related correspondence | with PMV control unit supervisor | destroy on reassignment to another MAJCOM, discharge or termination of employment with the AF. |
| 15 | danger tags | | | destroy when no longer needed. |
| 16 | hazard abatement plans | USAF Hazard Abatement Log | | destroy 5 years after closing action taken. |
| 17 | variances to AF occupational safety and health (AFOSH) requirements | requests for variances, related records, records of variances, and alternate safety/health measures | | destroy 1 year after variance terminated. |

TABLE 127-2

MISHAP REPORTING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | aircraft, missile, explosives, and nuclear mishap reports (also see table 122-3, rules 3, 4, and 5) | USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFR 127-4 | at HQ AFISC | destroy after microfilm copies have been determined to be adequate substitutes (see note 1). |
| 2 | | | microfilm at HQ AFISC | destroy after 30 years, or when no longer needed, whichever is later. |
| 3 | | | at MAJCOMs and below | destroy after 2 years, or on inactivation of the activity, whichever is sooner (see note 2) (EXCEPTION: same as rule 5D). |
| 4 | ground accident reports | USAF accident report series, with pertinent attachments, records and related papers | record copies | destroy after 5 years. |
| 5 | | | at MAJCOMs and below | destroy after 2 years, or on inactivation of the activity, whichever is sooner (EXCEPTION: MAJCOMs may retain for 5 years those portions of reports and attachments that are essential to safety analysis). |
| 6 | flight, ground, and munitions mishap paraphrased information messages | essential information from selected mishap reports | at units | destroy after 1 year. |
| 7 | automated mishap data | punched cards and magnetic tapes which are coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions etc., | | destroy when no longer needed. |
| 8 | mishap cards, logs, and inventories | records used as an aid in researching for occurrences involving specific vehicles and/or individuals | | |
| 9 | accident/incident reference sheets | records used to research specific occurrences involving aircraft and missile accidents/incidents | at HQ AFISC | destroy after 2 years. |
| 10 | | | microfilm copies | destroy after 30 years. |
| 11 | pilot repeater files | EAM cards which serve as a record file of rated individuals involved in one or more accidents/incidents | at HQ AFISC | destroy when no longer needed. |
| 12 | occupational injuries and illnesses | OSHA Form 100F, Log of Occupational Injuries and Illnesses; OSHA Form 102F, Summary Report of USAF Occupational Injuries and Illnesses; and OSHA Form 102FF, Annual Summary Report of Federal Occupational Accidents | at organizational levels | destroy after 5 years. |

NOTES:

1. Reports of those accidents/incidents which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation, will be retired as permanent.
2. Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory.

**TABLE 127-3**

**MISHAP SUMMARIES**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | mishap summaries | equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries | | destroy when superseded, obsolete or no longer needed. |
| 2 | ground accident summaries | ground accident summaries, forms, and correspondence, which constitutes a preliminary monthly summary of ground accidents | | destroy after 2 years. |
| 3 | (RESERVED) | | | |
| 4 | USAF accident bulletins | statistical tables that summarize under one cover the USAF accident experience for a calendar year | | destroy when no longer needed. |

**TABLE 127-4**

**ALLEGED FLYING VIOLATIONS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | final reports of investigations | reports of outstanding significance, such as alleged flying violations of international borders | - | retire as permanent (see note). |
| 2 | | reports of not outstanding significance | | destroy 2 years after case is reviewed, analyzed and/or closed. |
| 3 | | reports of flying evaluations board proceedings | | dispose of with the records of which they are made a part. |
| 4 | | reports of court-martial proceedings | | |
| 5 | | reports of claims against the government | | |
| 6 | | reports made part of aircraft accident reports | | |
| 7 | | information copies of reports | | destroy 1 year after investigation is completed. |

**NOTE:** Offer to the National Archives in 5 year blocks when latest record is 25 years old.

**136. Armament.** These tables cover records relating to general policies and procedures governing the development, testing, evaluation, and maintenance of armament equipment; the receipt, storage and handling of armament; and the modifications, reconditioning, demilitarization, manufacture, surveillance and destruction of ammunition and explosive materiel. Armament includes bombs and warheads (including nuclear types), guns, rockets, fuzes, air-to-air and air-to-ground guided missiles and associated components; small arms, explosive materials, flares and propellants; toxic, screening, and incendiary munitions; ejection and release equipment; spray mechanism; fire control and bombing systems; equipment components, accessories, supplies and fixtures.

**TABLE 136-1**

**ARMAMENT TRAINING**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual weapons/ aircraft evaluation and certification | personnel/crew evaluation reports | used to update load training and certification documents | destroy after 1 year or when replaced by equivalent evaluation. |
| 1.1 | | | used to record certification and decertification | destroy when superseded, or when an individual has been relieved from duties requiring certification. Send with consolidated training record when individual is reassigned (see table 35-1, rule 1). |
| 1.2 | | load training and certification records for certification of munitions loading crews. | | destroy when superseded, or when an individual has been relieved from weapons loading. Send with consolidated record when an individual is reassigned (see table 35-1, rule 1). |
| 2 | individual bombardment and gunnery training | records of bombing and gunnery practice and bombing missions | | destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record. |
| 3 | general bombardment and gunnery training | training in air-to-air and air-to-ground gunnery and bombing, such as instructor log reports, bombing range log, bomb trainer target sheets, and bombing proficiency work sheets | | destroy after 6 months. |
| 4 | (RESERVED) | | | |
| 5 | ground weapons training and maintenance | AF Form 710, Ground Weapons Training Record | at range offices | destroy after 3 years. |
| 5.1 | | correspondence, requests, notices, or similar data used to reflect the time, area and type of firing in scheduling personnel for small arms training | | destroy after 1 year. |
| 5.2 | | local procedures establishing safety measures, storage, issue and maintenance of equipment which result in the issuance of a publication | | dispose of as background material to the related publication (see table 5-1). |
| 5.3 | | AF Form 522, Ground Weapons Training Data | at individual's unit | see table 50-2, rule 6. |
| 5.3.1 | | Combat Arms Management Information System (CAMIS) Report (in paper form only) | | destroy after 5 years (see note). |
| 5.4 | distinquished pistol/ rifleman badges | individual record of awards (pistol) and (rifle) 5 x 8 cards recording credit points earned | at HQ ATC | destroy after 30 years. |
| 6 | (RESERVED) | | | |
| 7 | explosive ordnance disposal proficiency | records accumulated in the program of continuous training which is essential to maintenance of proficiency up to standards established in Job Proficiency Guide 46470 for entered on duty personnel | individual proficiency training record forms | destroy 18 months after they are completed. |
| 8 | | | certification control registers | destroy after they have been completed and replaced by new verified registers. |

**TABLE 136-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 9 | ammunition records | expenditures of ammunition training allowances for individuals, units, and activities | | destroy after 2 years. |
| 10 | munitions allowances | requests, changes, estimates, and related records | | destroy when superseded. |

**NOTE: If CAMIS becomes in whole or in part a machine-readable records system, such ADP records are not authorized for disposal.**

**TABLE 136-2**

**ARMAMENT**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | ammunition and explosive materiel | ammunition disposition reports or similar forms used to report and request authority to dispose of obsolete or unserviceable ammunition, components and explosives | originals maintained as property vouchers to the stock record account | see table 67-4. |
| 2 | | | below major subordinate commands | destroy after 2 years. |
| 2.1 | | | at major subordinate commands and above | destroy after 1 year or when no longer needed, whichever is later. |
| 3 | | inspection and storage reports, periodic reports of availability, requirements, inventories, and consumption, and related correspondence | | destroy after 1 year or when superseded by a new report, whichever is later. |
| 4 | waivers or exemptions to explosive safety and quantity-distance criteria | authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel | at HQ USAF | destroy 2 months after date of expiration. |
| 5 | | | at other than HQ USAF | destroy immediately after date of expiration. |
| 6 | ammunition and explosive materiel surveillance | cards maintained as a cumulative record covering the entire period of storage at an installation | | destroy 2 years after ammunition is shipped or otherwise disposed of, or when superseded, whichever is sooner. |
| 7 | explosive ordnance disposal (EOD) | form reports and related records | at originating units and intermediate reviewing activities/staff offices | destroy after 1 year. |
| 8 | | | at MAJCOMs and technical schools | destroy when no longer needed. |
| 9 | | | at HQ AFLC | destroy after 5 years. |
| 10 | | | for EOD proficiency training | see table 136-1. |
| 11 | key control and issue log | | | destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. |
| 12 | aircraft armament and munitions configuration | munitions configuration and expenditure documents | | destroy when data has been extracted and entered on appropriate records or when no longer needed. |
| 13 | covenant not to sue—hold harmless agreements | completed records initiated in the interest of USAF which may involve civilian claims at a later date used in conjunction with providing EOD assistance to civil agencies | | destroy 2 years after date of incident per federal tort claims act. |
| 14 | nuclear ordnance shipping schedule (NOSS) | message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies | at MAJCOMs | destroy after 1 year or when no longer needed, whichever is later (see note). |
| 15 | | | below MAJCOMs | destroy 3 months after all movements are completed or when no longer needed, whichever is later (see note). |

NOTE: These records are not retired to federal records centers.

**140. Services.** This table covers records pertaining to policies and procedural guidance concerning the use, requirements, computation, preparation of budget estimates and financial plans; issue, accounting for, redistribution, and maintenance of all furniture and appliances furnished to housekeeping and nonhousekeeping quarters, and applies to housing and supply officer functions at all activities down to base level.

**TABLE 140-1**

**HOUSING MANAGEMENT RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | furniture or appliances | jacket files, including request for issue or turn-in, temporary issue receipt, certificate of inventory, and related correspondence used to control the issue, exchange, and/or turn in of furnishings or appliances provided for tenants of economy or government quarters | | destroy when new control records are prepared for subsequent occupants, or when furniture or appliances are disposed (see note). |
| 2 | quarters control | locator card forms used to control tenancy assignments and quarters vacancies | | destroy when obsolete or no longer needed. |

NOTE: When a claim for damage, undue wear, or loss of property is pending, retain records until the claim has been satisfactorily cleared.

**TABLE 140-2**

**PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | posturing (planning) | manning requirements (MAJCOM and base) with related correspondence | HQ USAF and below | destroy after 2 years. |
| 2 | manpower | recommended, approved, or disapproved conversions, and upgrade/downgrade actions | | destroy after 2 years or when no longer needed, whichever is later (see note). |
| 3 | deployment | volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments | | destroy after 1 year. |
| 4 | contingency/operations plans | plans with related background material | | destroy when superseded. |
| 5 | readiness committee meetings | minutes of meetings | | destroy after 2 years or when no longer needed, whichever is later (see note). |
| 6 | reports | training reports, plans, objectives, results and recommendations | | |
| 7 | | Management Evaluation Inspection/Operation Readiness Inspection (MEI/ORI) inspection reports and results | | |
| 8 | | staff assistance visit reports and recommendations | | |
| 9 | | mobility status reports (PR team) condition reports | | |

NOTE: Not authorized for retirement to federal records centers.

**143. Graves Registration and Mortuary Affairs.** These tables cover records pertaining to logistic functions incident to the current death program, the graves registration program, and the disposition of personnel effects of missing and deceased personnel.

**TABLE 143-1**

**CEMETERY AND BURIAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cemetery operations | operating records related to burial space, cost of operations, maintenance and operations of base cemeteries | | destroy after 5 years. |
| 2 | reserving grave sites | records reserving sites in AF base cemeteries maintained by name of individual | | destroy on cancellation of grave site or reservation. |
| 2.1 | | cancellations | | hold until installation is inactivated then send to gaining organization for destruction when no longer needed. |
| 3 | interment reports | periodic reports of interments, available grave sites, grave site reservations, and similar reports | at MAJCOMs | destroy after 5 years. |
| 3.1 | | | at bases | retire as permanent on inactivation of installation or when cemetery is placed in an inactive status (see note). |
| 4 | vital statistic reports | reports to state or local vital statistics offices | | destroy after 5 years. |

NOTE: Contact HQ USAF/DAQD(S) for disposition instructions if cemetery is transferred to another federal agency or to a local government.

**TABLE 143-2**

**DISPOSITION OF REMAINS OF DECEASED PERSONNEL**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AF or unknown personnel | record copies of check lists of current deaths occuring outside or inside CONUS, disposition of remains—reimbursable basis (for oversea use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of above | | OPR holds 2 years, then retires as permanent to WNRC (EXCEPTION: see rule 11 for military honors checklist for retirees and veterans). |
| 2 | foreign nationals who died while in training in the US | | | |
| 3 | AF civilian employees and/or their dependents and contract technical representatives and/or their dependents | | | |
| 4 | deceased dependents of military personnel | | | |
| 5 | deceased civilians of foreign nationality employed at AF installations | | | |
| 6 | deceased personnel covered by rules 1 thru 5 | retained copies of records forwarded to respective agencies per AFR 143-1 | | destroy after 2 years. |
| 7 | Army, Navy, Marine Corps or Coast Guard personnel | | | |
| 8 | State Department personnel | | | |
| 9 | US citizens furnished mortuary service in oversea areas at State Department request | | | |
| 10 | deceased personnel records | retained copies of instructions for disposition of remains | at HQ USAF | hold 2 years and then retire as permanent to WNRC. |
| 11 | military honors checklist | completed military honors checklist forms for retirees or veterans | at bases that provide military funeral honors | destroy after 4 years. |

**144. Fuels, Propellants and Chemicals.** This table covers records pertaining to programming, procuring, receiving, storing and distributing all liquid and gaseous fuels, propellants and chemicals. It includes use of storage and handling facilities and pertinent equipment, the refueling service program, bulk petroleum redistribution and base storage programs, quality surveillance, and testing and inspection services.

TABLE 144-1

FUELS, PROPELLANTS, AND CHEMICAL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | aviation fuels and ground petroleum and cryogenic products | fuels unique ADPE printouts including receipt, storage, issue, inventory, and item accounting records and access control logs | at base fuel activities | destroy after 1 year (see note). |
| 2 | | orders placed for products from contract sources and corresponding receipts | | destroy 6 years, 3 months after expiration of contract. |
| *3 | | operating loss analysis | | destroy after 3 years. |
| *4 | | daily fuel requests and servicing logs | | destroy after 6 months, or when no longer needed as auditable source documents supporting manpower and vehicle authorizations, whichever is later. |
| 4.1 | | weekly quality control spot checks | | |
| 4.2 | | aircraft aviation fuel identaplates, ground fuel identaplates | | destroy when superseded. |
| 5 | | quarterly quality control inspection reports | | destroy after 1 year. |
| 6 | | | at activities above base level | destroy when no longer needed. |
| 7 | | energy conservation reports, analyses, and policy data computations | | destroy after 2 years. |
| 7.1 | | reports and records concerning fuels storage/handling capability, planned facility/equipment changes, fuel facility damage assessment/repair, and fuel support plans | at all levels | destroy after 1 year, or when no longer needed, whichever is later. |
| 8 | aviation fuel and oil sales | certificates of tax exemption furnished by contract, charter and civil aircraft operators | at base fuels activities and SA-ALC | destroy after 3 years. |
| *9 | test records | laboratory test results | at area testing laboratories | destroy after 6 months or when no longer needed as auditable service documents supporting manpower and vehicle authorizations, whichever is later. |
| 10 | | | at base fuels activities | destroy after 6 months. |
| 11 | propellant and pressurant forecasts | helium requirements data and forecast of propellant report | at base reporting requirements to SA-ALC | destroy after 3 years. |
| 12 | liquid fuels supervisor records | physical profile serial report, certificate of competency, request for certification/recertification and approval | at requesting and approving activities | destroy upon recertification or ineligibility of individual. |
| 13 | inspection records | records covering the inspection of permanently installed base bulk fuel storage systems | | destroy after 1 year. |
| 14 | construction project proposals | theater airfield capability and construction data | | destroy 1 year after final action on the proposal. |

NOTE: For disposition or SBSS record registers, see tables 67-4 and 67-8.

**145. Commissaries.** This table covers records pertaining to operation of commissaries, including single manager subsistence supply, obtaining and storing food, sale of food, and maintenance of appropriate records. It does not include retail store or grocery section activities provided as part of the Exchange Service.

TABLE 145-1

COMMISSARY AND COMMISSARY STORE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | commissary planning | menu recapitulation forms, menus, and comparable records or registers used in planning, control, pricing, reporting and space utilization | at commissaries | destroy after 1 year. |
| 2 | subsistence consumption | forms of items delivered daily or weekly | | destroy after 3 months. |
| 2.1 | | forms of items delivered other than daily or weekly | | destroy after 1 year. |
| 3 | | forms of discontinued items | | destroy 3 months after item has been deleted from stock. |
| 4 | price lists | quarterly depot price lists and supplements | | destroy after 2 years. |
| 5 | | single manager subsistence price lists and supplements | | |
| 6 | | installation price lists | | |
| 7 | cash and charge sales books | commissary store records relating to cash and charge sales | | destroy after 3 years. |
| 8 | requisitioning | records of requisitioning supplies for commissaries and notifications of action taken | | destroy after 2 years. |
| 9 | warehouse records | shipping records, requisitions, purchase requests, and related papers used for planning space utilization for incoming shipments | | destroy on receipt of shipment, or on completion of planning space utilization, whichever is applicable. |
| 10 | bakery and meat cutting plant | property turn-in slips, memorandum requests, tallies, and other papers recording transfer of bread from bakeries, and of ingredients to bakeries, or transfer of meat from meat markets or meat cutting plants | | destroy after 2 years. |
| 11 | ration requests | troop train ration requests, consolidated ration requests, memoranda of field ration issues, and comparable or related records for issue of field rations | | |
| 12 | tapes | cash register detail tapes and clearance tapes | | destroy 1 year after year in which created. |
| 13 | price adjustment inventories | records supporting price adjustment vouchers | | destroy after 2 years. |
| 14 | summary statements | gain and loss statements and inventory transaction statements used for summarizing and analyzing operational management of commissaries | | |
| 15 | commissary sales reports | commissary operating statements and related correspondence and data | | |
| 16 | Surveys of Commercial Facilities and Commissary Stores (RCS: DD-M(AR)1187) | surveys and reports | at HQ USAF, MAJCOMs, Complexes, Regions or bases | destroy after six years or when no longer needed, whichever is sooner. |
| 17 | (RESERVED) | | | |
| 18 | commissary selection committee records | minutes of meetings | recorder's copy | destroy after 2 years. |
| 19 | | | other than recorder's copy | destroy when no longer needed, or after 2 years, whichever is sooner. |
| 20 | commissary trust revolving funds | records of budget requests, and allocation and expenditure of funds | | destroy 3 years after end of fiscal year to which they pertain. |
| 21 | commissary equipment | records of acquisition, maintenance, and disposition of equipment | at bases or comparable levels | destroy 1 year after final disposition of equipment. |

**146. Food Service.** This table covers records pertaining to management and operation of appropriated fund food service activities, including central preparation facilities and flight kitchens. This table does not apply to medical food service facilities.

**TABLE 146-1**

**FOOD SERVICE RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Subsistence Credit Allowance Management System (SCAMS) or A La Carte System (ALACS) or Monetary Credit Allowance Management System (MCAMS) | request for issue or turn-in, dining hall signature record, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), daily dining facility summary, comparable forms or cash register reports, and related records | used to ensure funds are properly controlled | destroy 1 year after end of accounting period. |
| 2 | | receipt for transfer cash and voucher | | destroy after transaction. |
| 3 | | ration strength report | used to estimate number of meals to be served | destroy after 3 months. |
| 4 | MCAMS | dining hall financial statement, monetary credit allowance ration return | a result of the MCAMS, under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary | destroy 1 year after end of accounting period. |
| *5 | dining hall food control | food service production log | used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account | destroy after 2nd menu cycle use. |
| 6 | | inventory of class ( ) quartermaster supplies, senior cook's requisition, field ration dining hall stock record, subsistence request, tally in-out, inventory adjustment voucher, daily dining facility summary, monthly monetary record, basic daily food allowance computation | | destroy 1 year after end of accounting period. |
| 7 | administration of central preparation facilities | subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records | accumulated in managing central preparation activities | |
| 8 | food service report | food service operations report, menu utilization report, consumer level subsistence appraisal program, unsatisfactory subsistence report, and related records | | |
| 9 | medical certificate—food handler | certificates by the examining physician to indicate food handler is medically qualified | | destroy when individual certificate is superseded by a new certificate, or when the individual is relieved of food handling duties, whichever is sooner. |

TABLE 146-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10 | flight feeding | register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, ground support meal request, stock and cost record of flight subsistence and meals, summary of flight feeding, subsistence request | used to record the number of meals requested and issued and cash collected for meals paid for by aircrews and passengers | destroy 1 year after end of accounting period. |
| *11 | Recipe and Menu Pricing System (RAMPS) | RAMPS portion price index, RAMPS error audit list, RAMPS basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record | used to establish menu item prices in ALACS operations | destroy after 1 year. |
| *11.1 | | monthly update card deck/tape | used to update data base | destroy after 60 days. |
| 12 | installation menu board | minutes of meetings, monthly recapitulation, adjustment papers | used to revise, delete, and add to Air Force worldwide menu | destroy 1 year after completion of menu cycle. |
| 13 | meal cards | accountable cards | issued to airmen entitled to subsistence in kind (SIK) | destroy on surrender to issuing authority (see note). |
| 14 | meal card control registers | numbered registers, including related inspection forms, receipts of accountable forms, and correspondence | used to account for issued, reissued, withdrawn, lost, or destroyed meal cards, and for entries on ration strength report | destroy 1 year after unit-wide reissue of meal cards or on inactivation of unit, whichever is sooner (see note). |
| 15 | | | | at units where annual meal card recall is waived, register will run continuously, pages retired when outdated and destroyed after 1 year (see note). |
| 16 | supporting payments to contractors based on monthly meal counts | signature records, cash collection records, cash register reports, daily dining facility summary, flight meal requests, comparable forms or cash register reports, and related records | at full food service contract operations, including base maintenance contracts, and food service attendant contract operations | records created prior to FY 76: destroy 10 years, 3 months, after period covered by contract. |
| 17 | | | | records created after FY 75: destroy 6 years, 3 months, after period covered by contract. |
| *18 | USAF subsistence standardization files | subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and other related correspondence | used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level to develop or refine subsistence standardization records | destroy 1 year after intended purpose is served. |

NOTE: Subject to audit provisions of table 175-2.

**148. Laundry and Dry Cleaning.** This table covers records created in the operation of laundry and dry cleaning services, including contractual services, construction and operation of fixed plants, and provision of field laundry service.

**TABLE 148-1**

**LAUNDRY AND DRY CLEANING RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | collection point records | unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning | | destroy as soon as laundry or dry cleaning is satisfactorily accounted for. |
| 2 | operations records | sales tickets and cash collection vouchers | | destroy after 1 year. |
| 3 | | delivery receipts | | destroy as soon as property is returned. |
| 4 | linen inventory | quarterly inventories used for linen control and distribution | | destroy after 1 year. |

**160. Medical Service.** These tables cover records pertaining to establishing standards; performing, interpreting, and reviewing physical examinations; medical professional services related to patient care in specialized fields; and operation of a medical laboratory service.

### TABLE 160-1

### MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | medical staff and committee meetings | minutes of such meetings | | destroy after 4 years. |
| 2 | consultants employment records | correspondence and forms relating to requests, applications, authorizations, and approvals for hiring civilian medical consultants at hospitals | | destroy 6 months after termination of employment. |
| 3 | intern and resident training | individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals | | hold for 50 years at training locations, then destroy. |
| 4 | report of professional activities of AF medical treatment facilities | reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period | | destroy after 1 year. |
| 5 | professional credentials review files of medical staff members and allied health care practitioners | records of practitioner's formal education, training, clinical experience, and physical, moral and ethical character | | destroy 3 years after practitioner separates from the service. |

**TABLE 160-2**

**PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | physical examination reports | copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 89), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service | not filed in Field Record Group or retained in reference file (see rule 1.1) | destroy after 1 year. |
| 1.1 | | | retained in an active reference file by a certification or waiver authority | destroy when no longer needed. |
| 2 | physical examination work sheets | worksheets used in preparing physical examination reports | | destroy when information has been transcribed to record copies of Report of Medical Examination. |
| 3 | medical board proceedings | records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group | | destroy after 1 year. |
| 4 | visual classification and qualification | copies of tests—with accompanying statistical reports—administered as part of the process of classifying individuals reporting for induction | | |
| 5 | visual standards for varied AF assignments | correspondence, reports, statistics, and literature on vision, refraction and similar items | | destroy when superseded, obsolete, or no longer needed. |
| 6 | applicants to a Service Academy/ROTC Scholarship Program/Uniformed Services University of the Health Sciences | original hard copy of physical examination reports and other records of medical qualifications | at the DOD Medical Examination Review Board (DODMERB) for successful applicants | send to the Academy or ROTC program to which the applicant has been accepted as of 30 Jun each year. |
| 6.1 | | | at the DODMERB for unsuccessful applicants | destroy after conversion to microfilm as of 30 Jun each year. |
| 6.2 | | | at examining facilities | destroy after 1 year. |
| 6.3 | | microfilm copies of rules 6 and 6.1 | at the DODMERB | hold for 5 years and as of 30 June each year, destroy microfilm of overaged applicants. |
| 6.4 | | machine listings relating to scheduling and management of physical examinations, such as daily transaction listings, error listings, scheduling actions, and all other related computer generated products | system working papers (not maintained in applicants individual file folder) at DODMERB | destroy when superseded, obsolete or no longer needed. |
| 6.5 | | computer entries of rule 6.4 records | | destroy (cancel) when entry is no longer needed. |
| 7 | physical examinations of local wage rate and domestic employees | physical examinations, x-rays and related documents | | destroy on termination of individual's employment. |
| 8 | medical examinations of foreign students | medical examination reports and related documents on foreign students eliminated for physical reasons from AF training | | destroy after 1 year. |

**TABLE 160-3**

**LABORATORY RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | clinical laboratory reports | duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities | laboratory copies | destroy after 2 years. |
| 2 | ledgers and logs | general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers | | |
| 3 | blood transfusions | blood transfusion forms (SF 518); 3 copies to request blood products | laboratory copies | destroy after 7 days if product not required. |
| 3.1 | | SF 518 3d copy retained when product is issued with 1st and 2nd copies | | destroy upon receipt of 2nd copy with transfusion data section completed. |
| 3.2 | | SF 518 1st copy, original, post transfusion | patient chart copy to record transfusion and reaction data | file in patient's chart after completion. |
| 3.3 | | SF 518 2nd copy, post transfusion | laboratory records concerning transfused blood products | destroy after 7 years if no longer required for patient treatment data. |
| 4 | blood donor medical histories, reactions and dispositions, donor blood processing records, blood bank processing records and ledgers, quality control records, blood shipping records, investigation of transfusion reactions, contracts or agreements with civilian blood banks | Blood Donor Record Cards (DD572) recording reactions and disposition of blood donors, (DD573) Shipping Inventory of Blood Collections, investigation and findings of each transfusion reaction investigation, quality control test results and lot numbers of reagents used, issue and receipt for blood products issued, ledgers recording processing of each transfusion request, local agreements with civilian blood banks | laboratory records concerning all steps in the procedures of obtaining and transfusing blood products | |
| 5 | tissue examination | tissue examination forms forwarded with fixed specimens, and/or other data for histopathological examinations | at histopathology centers and hospitals with histopathology facilities | destroy 3 months after preparation of final report (see rules 7, 8). |
| 5 | | | at medical facilities other than rule 5 | destroy 3 months after receipt of completed report from histopathology facility. |
| 7 | | final report of tissue examination | laboratory copies at histopathology centers and hospitals with histopathology facilities | retire as permanent when no longer needed for training, historical or research purposes. |
| 8 | | | at medical facilities other than rule 7 | destroy on inactivation of facility. |
| 8.1 | | slides and/or blocks | | maintain and destroy per AFR 160-55. |
| 9 | cytology examination | cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings | laboratory copies (Class I) | destroy 2 years after preparation of reports. |
| 10 | | laboratory copies (Class II–V) | | retire as permanent when no longer needed for training, historical or research purposes. |
| 11 | autopsy reports | autopsy protocol forms, abstracts of clinical records and other records and materials which relate to individual cases | laboratory copies, including permission form | retain until inactivation of facility, at which time obtain disposition instructions from HQ USAF/DAOD(S). |

**TABLE 160-3. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | indexes and ledgers to surgical and autopsy specimens | clinical reference and alphabetical name cards and ledgers | | retain in laboratory until inactivation of hospital, at which time obtain disposition instructions from HQ USAF/DAQD(S). |
| 13 | sobriety examination | results and requests for results of sobriety examination, and related papers | at medical facilities for possible use for military justice purposes | destroy after 2 years. |
| 14 | water pollution analysis | waste water surveillance analysis, and related correspondence and reports | | destroy after 1 year or after next analysis of same source. |
| 15 | summaries, survey reports, workloads, and special reports | year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports, and other special reports concerning specimens and/or activities | for patient treatment or laboratory management purposes | destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later. |

**TABLE 160-4**

**RADIOLOGY RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the documents are or pertain to | consisting of | which are | then |
| 1 | entrance and separation examination X-ray film | chest X-rays exposed in conducting the medical examination preliminary to an individual's entry into, reenlistment for, or release or discharge from extended active military service in either an officer or enlisted status | applicants accepted for induction, Reserve or Regular enlistment for extended active duty or active duty for training, including applicants for aviation cadet training officer candidate school, and flying service in an enlisted status | forward on a current basis to NPRC (CPR) (see note 1); film files may be forwarded weekly or monthly, depending on the rate of accumulation but will not be held longer than three months in addition to the accumulating month; shipments will be in weekly or monthly increments with the oldest week or month forwarded first (EXCEPTION: separation and retirement X-rays may be retained until the individual has been separated or retired, then forward in accordance with procedures outlined above). |
| 2 | | | applicants accepted for appointments as officers, warrant officers, flight officers and AF cadets | |
| 3 | | | members of the Reserve and National Guard ordered to 6 months active duty for training or extended active duty under the Reserve Forces Act | |
| 4 | | | current or former members who reenlist for additional periods of extended active duty | |
| 5 | | | students and graduates of officer candidate schools | |
| 6 | | chest and other X-rays made as a part of the medical examination for release or discharge from extended active military service | all military personnel including AF cadets (except those films transferred to the Veterans Administration in connection with disability separations) | |

**TABLE 160-4. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the documents are or pertain to | consisting of | which are | then |
| 7 | | X-rays of applicants for US service academies made at the time of qualifying examinations | at the examining center | file with diagnostic X-rays and dispose of as in rule 10, column D, unless sooner requested to be forwarded to one of the service academies. |
| 8 | (RESERVED) | | | |
| 9 | periodic flight and other physical examinations X-ray film | | | see rule 10. |
| *10 | diagnostic X-ray film, including ultrasound, computed tomography, and nuclear medicine films | X-rays made in connection with diagnosis and treatment of patients at medical facilities, including US Coast Guard personnel and dependents (except those covered in table 162-1 and AFR 168-4) | | destroy/salvage after 5 years (see note 2). |
| *11 | | X-rays of unusual interest or those selected for teaching purposes | | destroy/salvage after 5 years, or when of no further value, whichever is later. |
| 12 | | negative pathological findings and positive pathological findings that are static in nature (except as indicated in rule 13) | at industrial medicine facilities for federal civil service employees | destroy after 5 years. |
| 13 | | positive pathological findings that are not static in nature, and one representative X-ray of those that are static in nature | | retire as permanent to NPRC (CPR) at the end of the calendar year in which an employee retires or otherwise terminates employment. |
| 14 | (RESERVED) | | | |
| 15 | rejected applicant and registrant chest X-ray film | | applicants rejected because of pulmonary tuberculosis | offer to official state public health agency of rejected person's home state; salvage or destroy if state health officer considers the report, indicating existence of disease, is sufficient and does not desire the film. |
| 16 | | | applicants rejected for physical reasons other than disease of the chest | salvage or destroy after findings have been entered on the physical examination form. |
| 17 | | | registrants unacceptable for induction | package and return to registrant's local board (label package: EXPOSED X-RAY FILM, and indicate name of induction station making shipment). |
| 18 | chest X-rays for tuberculosis case finding purposes | film accumulated by mobile X-ray service units | negatives indicating pathology | include in patient's medical record. |
| 19 | | | negatives indicating a normal chest | destroy after 1 month. |
| 20 | unidentified exposed X-ray film | X-rays which cannot be identified with the individuals to whom they pertain | | destroy when encountered. |
| 21 | nominal index file | cards filed alphabetically as index to X-ray films | | retire or destroy concurrently with the X-rays to which they relate. |
| 22 | radiation and radium therapy | copies of the following clinical record forms: Radiation Therapy, Radiation Therapy Summary, Radium Therapy, and Doctor's Progress Notes, filed in the Radiology Department (except those in the individual's medical record) | | retire as permanent to WNRC on inactivation of the medical treatment facility. |

NOTES:

1. Packing and identification instructions. Do not bend, roll or fold film. Type, print or stamp the individual's SSN and name, in that order, on the front of each container used for enclosing film. X-rays for examinees not yet assigned a SSN are retained until the SSN is available for entry on the film preserver. (Protect the disclosure of OSI agent's grade as provided in AFR 168-4.) Requisition fim preservers through medical supply channels under NSNs 7530-00-612-3950 and 7530-00-612-4000. Show the complete return address on all packages of X-ray film.

a. Use negative preservers measuring 4 3/8 x 10 3/8 inches for all 4 x 10 inch and smaller size films. Do not use larger preservers for these films. Place individual identifying data parallel with and no lower than 1 1/4 inches below the front open end of these preservers, instead of in the space provided.

b. Enclose all film larger than 4 x 10 inches in negative preservers of the 14 1/2 x 17 1/2 inch size. However, if they are not available, use envelopes of the same size. Place individual's SSN, name and other identifying information in the space provided on the upper left corner of the 14 1/2 x 17 1/2 inch preserver. If envelopes are used, fold flaps so that the glued surface does not come in contact with the film. Place individual's identifying data in the upper left corner parallel with the front top edge of the envelope.

c. X-rays need not be forwarded in alphabetical or numeric sequence.

d. See AFR 12-50, Volume I, chapter 7 for further packing and shipping instructions. There is no need to prepare SF 135s or to obtain advance approval for shipments to NPRC.

2. In oversea medical facilities where adequate storage space is not available and in areas where climatic conditions cause X-ray film to deteriorate before expiration of the 5-year retention period, earlier disposition will be authorized. In such cases, specific disposition instructions should be requested from HQ USAF/DAQD(S).

**TABLE 160-5**

**RADIOISOTOPE RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | applications for By-product Material License and AFLC IM records of radioactive commodity management | approved applications and related records, such as correspondence, reports of survey and minutes of meetings | | hold until inactivation of facility; retire as permanent to NPRC (MPR). |
| 2 | | approved copies | at USAF Radioisotope Committee | destroy 5 years after expiration of license. |
| 3 | | disapproved copies | | destroy upon receipt of the disapproved form. |
| 4 | reports of incidents involving accidents, thefts and loss of radioisotopes or other licensed materials | | | hold as permanent records at USAF Radioisotope Committee, HQ AFMSC/SGPZ, Brooks AFB TX 78235. |
| 5 | isotope accountability | records showing receipt, use and disposal of radioisotope material, indicating material on hand | at isotope clinics | when isotope inventory has reached zero balance (i.e., no radioactive material on hand) hold until inspected by US Nuclear Regulatory Agency; after inspection and certification by NRA, destroy records having zero balance. |
| 6 | patient's records | dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets | | destroy after 5 years, provided that original copy of report, i.e., SF 513 or equivalent, has been placed in the individual's medical record. |

TABLE 160-6

SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY, AND MEDICAL ILLUSTRATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | electrocardiograms and reports | copies of electrocardiograms and electrocardiographic reports | at laboratories, in annual blocks, with previous reports on the same patient filed with the most recent report | destroy after 5 years (EXCEPTION: cases of unusual interest or selected for teaching purposes may be retained indefinitely). |
| 2 | | | at the Aerospace Medical Division | destroy after 10 years, or when no longer needed, whichever is later. |
| 3 | electroencephalographic tracings and reports | graphic recordings of electrical activity of the brain, and retained copies of reports | abnormal findings | destroy after 5 years, provided a copy of the report is in the individual's medical record. |
| 4 | | | normal findings | destroy after 1 year, provided a copy of the report is in the individual's medical record. |
| 5 | pulmonary function tracings and reports | retained copies of consultation sheet, original pulmonary function tracings, and applicable reports | | destroy after 5 years, provided original reports have been placed in individual's medical record. |
| 6 | hearing conservation | hearing conservation data forms and related records for recording results of audimetric examinations | originals | file in military health record or nonmilitary outpatient record, and dispose of per table 168-5. |
| 7 | | | duplicates | send to Aerospace Medical Division, Brooks AFB TX 78235 (see table 80-3). |
| 8 | tumor registry | diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm, and related records | at medical facilities with tumor registries | upon inactivation of tumor registry or medical treatment facility (MTF), send to MTF assuming the tumor registry responsibility. If no MTF has been designated to assume the tumor registry responsibility from the closing MTF, then request approval from HQ AFMSC/SGPC to ship to Armed Forces Institute of Pathology, Wash DC 20306. |
| 9 | medical illustration files | original photographic material, including Medical Illustration Request and Release forms, original color transparencies and negatives, and related completed medical artwork | at approved AF hospitals | send to Director of Armed Forces Institute of Pathology (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year (EXCEPTION: on inactivation of facility, forward immediately). |
| 10 | | duplicate photographic material, including copies of Medical Illustration Request and Release forms and a set of color transparencies | | hold at medical facility until inactivation; destroy. |
| 11 | | patient and subject index cards | | hold at the activity until its inactivation, and then forward to address indicated in rule 9. |
| 12 | | patient registers | | |

**TABLE 160-7**

**DRUG ABUSE TESTING PROGRAM**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | drug abuse testing program records | test program worksheet, test results and order for services | | destroy after 1 year. |
| 2 | | rosters | | destroy 3 months after all individuals listed on roster have either been tested or a "no show record" received. |
| 3 | | unit copies | | destroy after all individuals have either been tested or a "no show record" prepared and forwarded to the program monitor. |
| 4 | USAF drug abuse rehabilitation | consolidated reports | at HQ USAF/SG and MAJCOMs | destroy after 5 years. |
| 5 | | feeder reports | at MAJCOMs | destroy after 5 years. |
| 6 | | | at base medical facilities | destroy after 2 years. |

**161. Aerospace Medicine.** These tables cover records pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

**TABLE 161-1**

**AEROSPACE MEDICINE PROGRAM RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
|  | If the records are or pertain to | consisting of | which are | then |
| 1 | aerospace medicine reports | reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health, and occupational medicine |  | destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed). |
| 2 | medical recommendation for change in flying or special operational duty |  | in member's health record | hold according to AFM 168-4, chapter 3. |
| 3 |  |  | in flight management offices and aircrew training/evaluation records (AF Form 846) | hold all copies currently applicable; for example, last annual or incoming clearance, any grounding until it is replaced by a copy returning the member to flying or special operational duty. |
| 4 | application for airman medical certificate, and report of medical examination | copies of FAA forms of medical history and examination | retained, according to AFR 160-104, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates | destroy after 2 years. |
| 5 | medical recommendation for flying or special operational duty log | AF Form 1042 actions | at medical facilities | destroy after 5 years. |

**TABLE 161-2**

**PHYSIOLOGICAL TRAINING/THERAPY RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Chamber Flight Record (AF Form 701) | originals | at base training facilities | send on a monthly basis to USAFSAM, where they are destroyed when no longer needed. |
| 2 | | copies | | hold at unit for 3 years, then destroy. |
| 3 | Physiological Training Monthly Report (AF Form 700); Chamber Reactor Case Report (AF Form 361) | originals used for program planning and as a source for medical and flight safety research | at HQ USAF and USAFSAM | destroy when no longer needed. |
| 4 | | copies | at other than HQ USAF and USAFSAM | destroy after 3 years. |
| 5 | Physiological Training Record (AF Form 699) | | at base training facilities | hold at unit for 6 years, then destroy. |
| 6 | Physiological Training (AF Form 1274) | | | give to individual on completion of training. |
| 7 | Individual Physiological Training Record (AF Form 702) | aircrew personnel records | | see table 60-5. |
| 8 | | non-aircrew personnel records | | file in individual's medical record and destroy upon departure from active or reserve duty. |
| 9 | Treatment Records (AF Form 1352 and SF 502) | originals | | file in individual's health record (see note). |
| 10 | | first copy | at USAFSAM | destroy when no longer needed. |
| 11 | | other copies | at HQ USAF and MAJCOMs | |
| 12 | | | at base training facilities | hold for 3 years, then destroy. |
| 13 | Individual Dive Record and Repetitive Dive Worksheet (AF Form 1333) | | | give to individual. |
| 14 | Compression Chamber Operation Record (AF Form 1354) | | at base training facilities | destroy after 3 years. |
| 15 | Compression Chamber Reactor Case Report (AF Form 1355) | original | | file in individual's health record (see note). |
| 16 | | first copy | at USAFSAM | destroy when no longer needed. |
| 17 | | copies | at HQ USAF and MAJCOMs | |
| 18 | | | at base training facilities | hold for 3 years, then destroy. |
| 19 | Oxygen Sensitivity Tolerance/Pressure Test (AF Form 1360) | | | file in individual's health record (see note). |
| 20 | Instructor's Flight/Dive Record (AF Form 712) | | at base training facilities | give to individual, provided pertinent data is reflected on the physiological training report. |

**NOTE:** Documents are retained in the health record for 50 years after date of lastest record and then destroyed.

**TABLE 161-3**

**COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | communicable disease reports | copies of telegraphic or similar notifications of communicable diseases occurring at AF activities | | destroy after 5 years. |
| 2 | venereal disease records and reports | monthly statistical tables showing venereal disease rates | | destroy after 1 year. |
| 3 | venereal disease reports and questionnaires | data prepared for assembling information for controlling venereal disease, and used in part for preparing periodic and statistical reports | | |

**TABLE 161-4**

**PERSONNEL RADIATION EXPOSURE RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | thermoluminescence (TLD) personnel dosimetry program monitoring records | summaries and listings of exposure data, and related records which serve to promote effective control and direction of the TLD personnel dosimetry program | at USAF Occupational and Environmental Health Laboratory (OEHL) | destroy after 5 years, or when no longer required, whichever is sooner. |
| *1.1 | master radiation exposure register | computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays | | retire as permanent (see note). |
| *2 | radiation exposure data | copies of radiation exposure registration forms | at USAF OEHL and using installations | destroy when data has been entered into the master radiation exposure register. |
| *3 | | films which reflect minor radiation exposure, dosimetry film exposure record cards, and records of film issued to monitor individual exposure | at USAF OEHL | |
| *4 | | films which indicate abnormal or overexposure to ionizing radiation, resultant reports of investigation, and supporting records | | destroy after 75 years. |
| *5 | | (RESERVED) | | |
| *6 | | (RESERVED) | | |
| *7 | | OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation | at the base medical service | destroy when the AF Form 1527 for the report period is received. |
| *8 | | AF Form 1527, History of Occupational Exposure to Ionizing Radiation | | transfer to the individual's medical record, destroy when superseded. |
| *9 | | AFTO Form 115, Pocket Dosimeter Results Log | | destroy after 90 days, or when results of film badge are posted to individual medical records, whichever is later. |

NOTE: Offer to the National Archives when 75 years old.

TABLE 161-5

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | survey reports, special reports, or industrial facility inspection and environmental pollution survey case files | epidemiological survey reports or environmental/public health reports on air pollution, noise, radiation, and other environmental/health surveys | at performing activities | destroy selected materials after 5 years. Pertinent survey reports, records, and correspondence, as determined by the officer in charge, are held permanently (chronological within the folder) in case files and retired on inactivation of facility to WNRC. |
| 2 | | | at epidemiological units | retire as permanent on inactivation of unit. |
| 3 | | | at MAJCOMs | destroy 1 year after corrective action is completed. |
| 4 | facility medical inspection reports | reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc. | at environmental health activities | destroy after 1 year. |
| 5 | drinking water reports | bacteriological analyses | | destroy after 5 years. |
| 5.1 | | reports or letters by AF, local, state or federal agencies relating to sanitary surveys | | destroy after 10 years. |
| 6 | | radiological and chemical analyses | at USAF Occupational and Environmental Health Laboratory | |
| 6.1 | | analyses to support EPA and state requests | | destroy after 20 years. |
| 7 | material safety | data sheets on hazardous material | | destroy after 2 years. |
| *8 | | | at base level bioenvironmental engineering offices and other activities | destroy when superseded, obsolete or no longer needed. |

**TABLE 161-6**

***ENVIRONMENTAL HEALTH**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| *1 | food inspection | AF Form 1148, Daily Food Nonconformance Record—Classes 4 and 8 | | destroy after 1 year. |
| *2 | | initial, update and special sanitation inspection reports and correspondence of vendor's establishments | | destroy 4 years after removal from approved list or directory. |
| *3 | | routine inspection reports and correspondence | | destroy after 1 year, or when no discrepancies are outstanding, whichever is later. |
| *4 | | solicitations and attendant contract records including reports of examinations and/or testing of food products, contract purchase agreements, and other inspection correspondence | | destroy when no longer needed. |
| *5 | | AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063, Individual COLEQUAP Report, DD Form 1608, Unsatisfactory Material Report (Subsistence) | | destroy after 1 year. |
| *6 | | DD Form 1740, Food Inspection Stamp Record and related records | for stamps not destroyed, lost or stolen | destroy 1 year after form is superseded. |
| *7 | | | for stamps destroyed, lost or stolen | destroy 2 years after investigation is completed. |
| *8 | | support documents, forms, correspondence and laboratory evaluations for administering quality assurance of fresh dairy products | | destroy after 1 year (see note). |
| 9 | food handlers records | DD Form 2013, Medical Certificate | original at employing facility and copy at Environmental Health | destroy when no longer needed or give to food handler on transfer or separation. |
| *10 | | AF Form 1216, Food Handler Training Certificate | | destroy when superseded or no longer needed. |
| *11 | food service medical evaluation | AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings, and other related data | at medical inspection service | destroy after 1 year. |
| *12 | | | at inspected activities | destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later. |
| *13 | | | at other offices | destroy when no longer needed. |
| *14 | | reports of food borne illness investigation | | destroy after 1 year. |
| *15 | animal bites/quarantine | AF Form 1551, Animal Bite Report and Rabies Quarantine Notification | original at medical treatment facility | file in patient's health or clinical record. |
| *16 | | | copy at Environmental Health | destroy after 1 year. |
| *17 | | | copies at other activities | destroy when no longer needed. |

NOTE: *Procurement tables dispositions will apply if these records substantiate contractor performance.

**162. Dental Services.** These tables cover records pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

**TABLE 162-1**

**INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual dental health records of active duty military personnel (see notes 1, 6) | dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data | on AF active duty military personnel | maintain and forward as prescribed in AFRs 35-44, 168-4 and 162-1. |
| 2 | | | on Army, Navy and Marine Corps active duty military personnel | |
| 2.1 | individual dental health records of AF reserve personnel | | on AF reserve personnel | maintain and forward as prescribed in AFRs 35-44 and 168-4. |
| 3 | individual dental health records for other than active duty military personnel (see notes 1, 2, 3, 4) | | on retired AF general officers and personnel on temporary disability retired list (TDRL) | send to HQ AFMPC/ MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment. |
| 4 | | | on retired military personnel (except personnel in rule 3) | retire to NPRC (MPR) 3 years after year of last treatment. |
| 5 | | | on dependents of military personnel (include dependents of retired military personnel) | retire to NPRC (CPR) 2 years after year of last treatment. |
| 6 | | | on civilian employees | retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year. |
| 7 | | | on foreign nationals | deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated, subject to conditions in note 5. |
| 8 | | | on American Red Cross personnel | send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. |
| 9 | | | on Coast Guard personnel on active duty | send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment. |
| 9.1 | | | on USAF Academy cadets | send to Cadet Records, USAF Academy, for inclusion with the personnel records, after record is complete following cadet's departure from USAF Academy. |

TABLE 162-1, CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10 | | | on Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9.1 | retire to NPRC (CPR) 1 year after year of last treatment. |
| 10.1 | clinic index cards | 3 x 5 inch index cards in alphabetical order removed from the Nominal Clinic Index file at time corresponding dental records are transferred or retired | | retire in the same shipment as dental records being retired for that year. |
| 11 | dental treatment plans | forms used within the dental service for treatment planning | | destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603). |
| 12 | temporary dental health records | | used for exchanging and receiving treatment data from another dental facility | destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer. |
| 13 | | | used as a temporary record pending arrival of Field Record Group | |
| 14 | dental X-ray film | exposed dental X-rays | taken for evaluation, treatment, and follow-up care of dental diseases or oral manifestation of systemic diseases | hold as part of the Dental Health Record. |
| 15 | | | initial, full-mouth X-rays | hold, so long as legible, as part of the Dental Health Record. |
| 16 | | | taken incident to hospitalized dental cases | include with individual clinical records when required. |
| 17 | | | obtained for other purposes, and determined to be of no more value | destroy when appropriate findings are entered on individual's Dental Health Record. |
| 18 | | | judged by a dental officer to be of unusual interest or selected for teaching or research purposes | hold in a separate file, and destroy when no longer usable or needed. |
| 19 | | | unidentifiable | destroy immediately. |

NOTES:

1. Records dated before 1982, which were retired to NPRC (MPR or CPR), are in alphabetical sequence. Records for 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Dental health records for military personnel are destroyed 50 years after date of latest record. Dental health records for nonmilitary persons are destroyed 15 years after date of latest record.
2. Receipts for dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the dental records being retired for that year.
3. Nonmilitary records pertaining to deaths, divorced spouses, and children who are no longer eligible for care may be retired at the end of the year when change of status occurs.
4. If sponsor is still assigned to the installation, records of eligible family should be retained if the family are still in the area and expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor, should be retained when it is known that they still reside in the area and expect to receive care at the facility.
5. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel directly to AFMSC/SGSB for transmittal to parent country. If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMSC/SGSB.
6. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 Sep 1947 and 31 Dec 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contain all induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit or assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

**TABLE 162-2**

**FACILITY DENTAL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | dental appointments | registers and appointment slips | | destroy when no longer needed. |
| 2 | dental attendance | records for dental service report data input | | destroy 3 months after submission of report. |
| 3 | (RESERVED) | | | |
| 4 | dental services reports | | | destroy after 3 years. |
| 5 | temporary dental prosthetic case reports | prosthodontic prescription and consultation requests not used to record local expenditures of precious metals, or which show precious metal expenditure at another AF activity | | destroy 6 months after insertion of dental prosthesis. |
| 6 | dental registers of precious metals and alloys | registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals | | destroy 1 year after fiscal year cutoff, or on inactivation of activity after final inspection has been made and exceptions have been cleared. |
| 7 | tooth inventory management | files closed out | | destroy 1 year after fiscal year cutoff, or on inactivation of dental facility where a final inventory has been made. |
| 8 | dental accreditation file | certificate that hospital dental service is accredited | property of the Council on Hospital Dental Service (CHDS) | return the certificate promptly to CHDS on inactivation of dental facility, revocation or other reason for termination of accredited status. |
| 9 | | accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file, and consultant lists | | destroy after 1 year or on inactivation of dental facility. |

**163. Veterinary Service.** This table covers records pertaining to veterinary services and programs, including veterinary food inspection, and health service.

**TABLE 163-1**

**VETERINARY SERVICE**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | research animal service | records used for laboratory research | at medical laboratories | destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later. |

**164. Aeromedical Evacuation.** This table covers records pertaining to operation of aeromedical evacuation systems, including movement of patients by air; aeromedical evacuation administration and operations.

**TABLE 164-1**

**AEROMEDICAL EVACUATION RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | patient air evacuation reports | daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system | | destroy after 3 months. |
| 2 | patient transfer records | Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another | originals | file as a part of the medical record accompanying the patient. |
| 3 | | | for local use | destroy after patient has been transferred, or forms are no longer needed. |
| 4 | | Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab, and debarkation tab | basic tag | file as a permanent part of the individual's clinical record. |
| 5 | | | duplicate copy | destroy on completion of local action. |
| 6 | | Patient Evacuation Manifest or comparable forms and supporting records used to list patients delivered to the same offload terminal | | destroy after 1 year. |
| 7 | | Patient's Baggage Tag, or comparable forms, including the patient's stub used when baggage is moved together with the patient in the same military common carrier | | destroy on delivery of baggage to the destination medical treatment facility. |
| 8 | | patient transfer recommendations and authorizations | | destroy 3 months after transfer of patient. |
| 9 | | Patient Arrival Notices | at oversea commands | destroy after 6 months. |

**167. Medical Logistics.** This table covers records pertaining to a uniform system of property control under an automatic data processing system and applies to all medical supply accounts supported by a B3500 computer. It establishes mechanized procedures for the requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, identification and accounting for medical materiel at AF activities.

TABLE 167-1

BASE MEDICAL STOCK RECORD ACCOUNT

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | medical materiel edit list | mechanically prepared listings of errors in records of transactions, processed and unprocessed, detected during computer processing cycle | | destroy on assurance of correct computer processing, corrective action taken or when no longer needed. |
| 2 | (RESERVED) | | | |
| 3 | transaction card count | records of total input transactions, valid and invalid transactions for a daily/periodic processing cycle | | destroy when no longer needed. |
| 4 | tape control listing | records showing creation date of last updated master file, last history file, and last opening master file to be used in next processing cycle | | destroy 1 month after "as of date." |
| 5 | medical materiel requirements list | records of potential requisitions | | destroy 3 months after the "as of date" provided all items have been received. |
| 6 | due-in/due-out suspense list | by record number of all current due-ins/due-outs | | destroy 3 months after "as of date." |
| 7 | medical materiel daily record register | accountable registers prescribed in AFMs 67-1, 167-240, and AFP 167-2, reflecting specific property transactions | at bases operating under PCAM/B263/B3500 or other standard mechanized medical materiel systems | destroy 1 year after close of FY to which they pertain. |
| 8 | medical materiel daily transaction register | accountable registers prescribed in AFMs 67-1, 167-240, and AFP 167-2, that reflect specific property transactions | | destroy on receipt of monthly transaction register and after accuracy and completeness of monthly transaction register have been verified. |
| 9 | monthly base medical supply transaction register | transaction registers, Part VI, containing a record of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs, Department of Justice, as controlled substances under the Comprehensive Drug Abuse Prevention and Control Act of 1970 | | destroy 2 years after close of FY to which they pertain. |
| 10 | | transaction registers, Parts I, II, III, IV and V | | destroy 1 year after close of FY to which they pertain. |
| 11 | cost center master list | listings of all valid using activities | | destroy on receipt of an updated listing. |
| 12 | procurement and activity fill rate effectiveness reports | listings of fill percentages to cost centers and on-time fill percentages from procurement source | | destroy 1 year after close of FY to which they pertain. |
| 13 | medical materiel stock status report | listings of item master records reflecting asset data, requirement data, consumption and inventory data on which future requirements programs may be based | quarterly Part I reports | destroy after next reporting cycle. |
| 14 | | | semiannual Part II and/or Part III reports | destroy after 1 year. |
| 15 | | | required Part IV reports | destroy retained copies when no longer needed. |
| 16 | stock objective analysis | reflections of optimum dollar stockage objective for each reorder point within each requirement code | | destroy on receipt of new listing or when no longer needed. |
| 17 | inventory stratification | reports of dollar inventory stratification of on-hand and due-in assets | | destroy after 1 year. |

TABLE 167-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 18 | high dollar issue lists | reports of cumulative issues in descending dollar sequence | | destroy when superseded or obsolete. |
| 19 | report of local purchase | reports of issues of commercial items to be considered for stock-listing action | | |
| 20 | medical materiel reference records | specifications, supply catalogs, publication indexes, equipment guides | | |
| 21 | medical custodian receipt records | listings and custodian requests/receipts that reflect authorized equipment in use for each custodian account | custodian copies | destroy superseded listings and custodian requests/receipts when MEMO exchanges them for current updated original listings. |
| 22 | | | suspense copies | destroy when no longer needed. |
| 23 | source records | issue/turn-in records, shipping/receiving documents, inventory adjustment records, USAF excess and surplus property turn-in records, reports of survey, statement of charges, copies of cash collection vouchers retained by the property officer, DOD single line release/ receipt records, notice of lost or missing records which pertain to accountable type transactions and contain valid record numbers, dated item control lists, dated item reconciliation, catalog change actions, due-in/due-out deleted record list, and any other record needed to support each entry or transaction on record registers | records identified in AFMs 67-1, 167-240 and AFP 167-2 to be retained | destroy 1 year after close of FY to which they pertain. |
| 24 | | | records not identified for retention in AFMs 67-1, 167-240 and AFP 167-2 | destroy after recording in record transaction register and completion of quality control. |
| 25 | medical equipment management reports | listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, etc. | | destroy when no longer needed, but not later than after 1 year unless otherwise stated in this regulation. |
| 26 | standard medical materiel management inventories | inventory adjustments or accountable adjustment documents used to adjust item detail records balance | | destroy 2 years after close of FY to which they pertain. |
| 27 | | inventory count cards, warehouse location validations, item balance register not used for inventory adjustments | | destroy when no longer needed, or after cyclic/special inventory. |
| 28 | | manual forms and cards associated with supply inventory other than standard medical materiel management system | | destroy 2 years after count date. |
| 29 | biennial inventory of controlled substances | listings or forms used to certify inventory stock position of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs, Department of Justice, as Schedule II, III, IV or V controlled substances under the Comprehensive Drug Abuse Prevention and Control Act of 1970 | | |
| 30 | using activity (cost center) property records | registers and files including custody receipts, property issue and turn-in records, inventory adjustment vouchers and other records reflecting transactions during the month | | destroy after 1 year. |
| 31 | | temporary issue receipts used as temporary custody receipts | | destroy or return to individual on return of property. |
| 32 | medical materiel systems trouble reports | forms and correspondence maintained on an annual basis | | destroy after 1 year. |

TABLE 167-1, CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 33 | local recurring listings and reports not covered elsewhere in this table | | | destroy on receipt of new listings or reports or when no longer needed or as required in AFMs 67-1, 167-240, and AFP 167-2, whichever is later. |
| 34 | medical equipment maintenance records | work order registers | | destroy after 1 year. |
| 35 | | work orders | | destroy when no longer needed. |
| 36 | | listings of bench stock balances used for spare parts management | | destroy on receipt of new listings for a valid daily/monthly processing cycle. |
| 37 | | equipment historical maintenance files | for items not transferred or donated | destroy on receipt of new report. |
| 38 | | | for items transferred or donated | forward with related item. Destroy retained copies after 3 months. |
| 39 | | contractor locator list | | destroy when no longer needed. |
| 40 | medical materiel management reports | monthly reports, operating statements, special reports and analyses, and other pertinent reports | | destroy 1 year after close of FY to which they pertain. |
| 41 | custodian account files | individual files of personnel authorized to receipt for property and supplies, current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required | | destroy 1 year after becoming superseded or obsolete. |

TABLE 167-2

MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | conductivity test records | forms recording testing required by National Fire Protection Association Standard 56A | | destroy after 2 years. |
| 2 | leakage current test records | leakage current measurements, general and leakage current measurements, EKG forms | applicable to equipment remaining in service | |
| 3 | | | applicable to equipment permanently removed from service | destroy when equipment is removed. |
| 4 | defibrillator performance test | DC defibrillator inspection forms | applicable to equipment remaining in service | destroy after 2 years. |
| 5 | | | applicable to equipment removed from service | destroy when equipment is removed. |
| 6 | audiometer calibration records | sound pressure level test data | applicable to equipment remaining in service | destroy after subsequent calibration is completed. |
| 7 | | | applicable to equipment permanently removed from service | destroy when equipment is removed. |

**TABLE 167–3**

**MEDICAL FACILITY EQUIPMENT REPORTING**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | transaction reject list | listings of errors detected during computer processing of records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records | // | destroy after assurance of correct computer processing or when no longer needed. |
| 2 | transaction register | registers containing reports of all valid transactions input to a processing cycle | | destroy on receipt and validation of a complete master list. |
| 3 | tape control list | records showing creation date of last updated master, cost center and control file | | destroy upon receipt and validation of next processing cycle. |
| 4 | cost center master list | records of all valid activities | | destroy upon receipt of new list. |
| 5 | equipment requirement worksheet | report of all durable supply and equipment items identified for use in the new facility | | destroy upon receipt and validation of new list. |
| 6 | equipment purchase list | report of items requiring procurement action and/or provides status of items due–in | | |
| 7 | dollar value recapitulation | | | |
| 8 | warehouse space required/in–use/available | report of the dollar value of all items required, due–in, in storage, in use, installed and short | | |
| 9 | equipment installation requirement list | reports of all items requiring installation and/or some type of utility requirement | | |
| 10 | master list | list of all master records | | |
| 11 | budgetary list | report of all financial data by item, type item and fiscal year | | |

**168. Medical Administration.** These tables cover records pertaining to operation of medical treatment facilities, including hospitals, dispensaries, clinic services, and pharmacies; and medical care for eligible individuals.

**TABLE 168-1**

**GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | medical services staffing | reports reflecting staffing data, used for budget planning and to validate manpower requirements | at HQ USAF | destroy after 5 years. |
| 2 | | | copies other than rule 1 | destroy after 3 years. |
| 3 | nonavailability statements | fourth copy of Nonavailability Statement– Dependents Medical Care Program (DD Form 1251) or comparable forms used to authorize civilian medical services for prescribed dependents or uniformed services personnel | | destroy after 1 year. |
| 4 | third party liability notice | records accumulated as a result of the reporting procedures to the staff judge advocate under the Medical Care Recovery Act (42 U.S.C. 2651–3) | at medical facilities | destroy 1 year after reconciliation with base staff judge advocate's files. |
| 5 | medical facility inspection reports | reports of internal sanitary inspections of medical facilities—such as inspection of wards, quarters, messes and food, barber and beauty shops | reports of specific problems where correction of deficiencies awaits budgetary or work order action | destroy on completion of such action. |
| 6 | | | reports other than rule 5 | destroy after 3 months. |
| 7 | status reports of inactive and surplus hospitals | statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries | | destroy after 5 years. |
| 8 | medical checklist | medical investigator's checklist for casualties of aircraft accidents | | destroy after 3 months. |
| 9 | ambulance emergency requests | hospital alert information (aircraft/missile crash) | | |
| 10 | affiliation agreements | affiliation agreements with civilian medical/training education institutions and related records for record/monitoring purposes | | destroy when superseded, obsolete or no longer needed. |
| 11 | patient or clinical service questionnaires/surveys | patient's opinion of the quality of care received and/or services rendered | | destroy after 1 year or when no longer needed. |

TABLE 168-2

NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | very seriously ill reports | copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster, or other comparable reports | at registrar offices | destroy on disposition or death of patient. |
| 2 | very seriously ill roster | Roster of Very Seriously Ill, or comparable rosters | | destroy after 3 months. |
| 3 | clearance sheets | checklist of clearance of personnel, indicating turn back of property, return of books to library, and comparable clearances | at hospitals | |
| 4 | leave requests | requests by patients for formal leave during hospitalization | | destroy on return of patient. |
| 5 | intervening illness statements | copies of reports submitted to justify, because of illness, noncompliance with assignment orders, orders to active duty, or other orders | | destroy after 6 months. |
| 6 | spectacle issue and receipt records for repeat refracture cases | cards or records indicating the diagnosis and type of spectacles prescribed, and recording the receipt for spectacles issued, including spectacle issue card and spectacle receipt | | destroy after 3 years. |
| 7 | (RESERVED) | | | |
| 8 | (RESERVED) | | | |
| 9 | (RESERVED) | | | |
| 10 | CHAP (Children Have a Potential) program | CHAP case files consisting of records, such as referrals, evaluations and counseling | | destroy 2 years after closing date. |
| 11 | | reports required by MAJCOMs | | destroy after 1 year. |
| 11.1 | CHAMPUS (Civilian Health and Medical Program of the Uniformed Services) | CHAMPUS case files (copies) | in oversea areas serviced by AF approving authorities | destroy 5 years after end of FY to which they pertain. |
| 12 | medical warning tag | request for issuance of tags | at embossing facilities | destroy after 1 year. |
| 13 | hospital incidents or unusual occurrences | statements, with supporting data used to record data, identify problem or problem areas, and establish follow-up or remedial action | | destroy after 4 months or when no longer needed, whichever is sooner. |

TABLE 168-3

ADMINISTRATIVE PATIENT RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | register of patients | books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility | with and without clinical record libraries | hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) to be retained until 50-year period has expired (see note). |
| 2 | master index of patients | cards used as a nominal index to all patients admitted to a medical treatment facility, including related forms accumulated at Army hospitals before transfer of jurisdiction to AF | | destroy when medical facility is inactivated or placed on standby status (see note). |
| 3 | locator cards for hospital patients | cards containing patient identification data (not to include master index of patients) | at information desk | destroy 3 months after disposition of patient. |
| 4 | | | at other locations | destroy after 1 month or when no longer needed, whichever is sooner. |
| 5 | admission and disposition | admission and disposition lists or similar consolidated reports of patient action—such as admissions, dispositions, interward transfers | | destroy after 1 year. |
| 6 | clinical record cover sheets | copies of the clinical record cover sheet, and clinical record narrative summary for all completed cases and for cases disposed of by transfer | at hospitals without clinical record libraries | destroy after 5 years or when facility is inactivated, provided the Register of Patients (see table 168-4) is available for the period covered by the records to be destroyed; otherwise hold and destroy when facility is inactivated. |
| 7 | physical medicine rehabilitation | hospital records maintained for each patient who, in the physical medicine rehabilitation service, receives treatment consisting of physical therapy, occupational therapy, physical reconditioning, or functional rehabilitation | | destroy after 1 year. |
| *8 | consent forms | individual authorizations for influenza immunizations | completed prior 1983 | destroy after 5 years. |
| *8.1 | | | completed in 1983 and later | file in the patient's Outpatient Record. |
| 9 | emergency room registers | books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure | | destroy after 5 years. |

NOTE: WD-MD Forms 52 and WD-AGO Forms 8-24, arranged in alphabetical order, should have been retired to NPRC (MPR); those arranged in numerical sequence should have been destroyed.

TABLE 168-4

CLINICAL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | clinical records (see note 1) | clinical records of US military personnel, including retired (except as provided in rules 5, 6, 8, 8.1, 8.2), AF cadets and OSI agents | without clinical record libraries | retire to NPRC (MPR) 1 year after annual cutoff. |
| 2 | | | with clinical record libraries or at the special treatment center | retire to NPRC (MPR) 5 years after annual cutoff or on inactivation of clinical record library or hospital (EXCEPTION: USAF Regional Medical Center Clark, retire 3 years after annual cutoff) (see note 2). |
| 3 | | clinical records of nonmilitary personnel (except as provided in rules 5, 7, 8, 8.1, 8.2) | without clinical record libraries | retire to NPRC (CPR) 1 year after annual cutoff. |
| 4 | | | with clinical record libraries or at the special treatment center | retire to NPRC (CPR) 5 years after annual cutoff or on inactivation of clinical record library or hospital (EXCEPTION: see rule 2 above) (see note 2). |
| 5 | | clinical records of patients (military and nonmilitary) transferred to another military medical facility | with and without clinical record libraries | forward as prescribed by AFR 168-4. |
| 6 | | clinical records of patients transferred to a Veterans Administration hospital | with and without clinical record libraries | transfer (including X-rays) to the VA hospital with the patient (see note 4). |
| 7 | | clinical records of American Red Cross personnel | with and without clinical record libraries | send to Medical Director, American Red Cross, Washington DC 20006, at end of each month. |
| 8 | | clinical records of Coast Guard personnel, with or without clinical record libraries | on active duty officers | 1 year after cutoff, send to Commandant G-PO, US Coast Guard, Washington DC 20593. |
| 8.1 | | | on active duty enlisted personnel | 1 year after cutoff, send to Commandant G-PE, US Coast Guard, Washington DC 20593. |
| 8.2 | | | on reserve officers/enlisted personnel | 1 year after cutoff, send to Commandant G-RA, US Coast Guard, Washington DC 20593. |
| 9 | | (RESERVED) | | |
| 10 | | (RESERVED) | | |
| 11 | | clinical records of Veterans Administration beneficiaries | without clinical record libraries | retire to NPRC (MPR) 1 year after annual cutoff. |
| 12 | | | with clinical record libraries or at the special treatment center | retire as provided in rule 2. |
| 13 | | clinical records of allied and neutral military personnel | with and without clinical record libraries | deliver records (including X-ray film and medical examination reports) in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated (see table 168-5, note 6). |
| 14 | | clinical record folders of nonmilitary foreign nationals and dependents of allied or neutral military personnel | without clinical record libraries | retire as provided in rule 3. |
| 15 | | | with clinical record libraries or at the special treatment center | retire as provided in rule 4. |

TABLE 168-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 16 | (RESERVED) | | | |
| 17 | duplicate index of patients (nominal index) | cards in alphabetical order | with clinical record libraries | retire with the clinical records to which they pertain (see note 2). |
| 18 | registers of patients | | | see table 168-3, rule 1. |
| 19 | field medical cards | US Field Medical Card or similar form used in field identification of casualties for further medical care | originals | file in patient's clinical records. |
| 20 | | | duplicates | destroy after it has served as a basis for preparation of patient's record and any required notification action. |
| 21 | fetal monitor strips (see note 1) | | | hold 1 year and retire in register number sequence to NPRC (CPR). |
| 22 | fetal monitor locator cards (see note 1) | | | hold 1 year and retire in alphabetical order with fetal monitor strips to which they pertain. |

NOTES:

1. Clinical records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries have been verified.

a. In hospitals without clinical records libraries, arrange the inactive files alphabetically by patients' last names and group as follows:

(1) US military, including retired and AF Academy cadets.

(2) All others. Cutoff inactive file annually and establish a new file as of 1 January.

b. In hospitals with clinical record libraries, maintain clinical records in register-number sequence.

c. Clinical records pertaining to military personnel are destroyed 50 years after date of latest record; clinical records pertaining to nonmilitary patients are destroyed 25 years after date of latest record. Clinical records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by GSA Regional Federal Records Centers (see attachment 2) 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

2. This applies to clinical record library hospitals only. Retire clinical records in register-number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of clinical records is accompanied by an alphabetical listing or 3 x 5 cards, in alphabetical sequence, which contain the patient's name (last, first, middle initial), register number, and SSN (or service number) as a minimum where applicable (see rule 17). Since clinical records are retired in register-number sequence, it is essential that the related nominal index file be retired for reference purposes in the first box of each accession at the records centers.

3. Reserved.

4. If VA returns the record, file it under its register number and retire as provided in rules 1, 2, this table.

**TABLE 168-8**

**HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | health records of active duty military personnel (USAFA cadets) (see notes 1, 2, 7) | health record folders containing records of dental and medical care, including accounts of outpatient treatment (see AFR 168-4) | | maintain and forward as prescribed in AFRs 35-44, 162-1, 168-4. |
| 1.1 | health records of AF reserve personnel | | | maintain and forward as prescribed in AFRs 35-44, 168-4. |
| 2 | medical health records for other than active duty military personnel (see notes 1, 2, 3, 4, 5) | medical health record folders as prescribed in AFR 168-4 containing records of outpatient treatment; and receipts for outpatient/dental records, hand-carried to other medical facilities | nonmilitary personnel (including dependents of retired military personnel) | retire to NPRC (CPR) 2 years after year of last treatment (except as provided in rules 3, 6, 7, 7.1, 7.2, 8, 9, 9.1) (see note 5). |
| 3 | | | civilian employees | retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year. |
| 4 | | | retired AF general officers and AF personnel on temporary disability retired list (TDRL) | retire to HQ AFMPC/MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment. |
| 5 | | | other retired military personnel | retire to NPRC (MPR) 2 years after year of last treatment (see note 5). |
| 5.1 | | | dependents of retired military personnel | see rule 2. |
| 6 | | | American Red Cross personnel | send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. |
| 7 | | | on Coast Guard active duty officers | 1 year after year of last treatment, send to Commandant G-PO, US Coast Guard, Washington DC 20593. |
| 7.1 | | | on Coast Guard active duty enlisted personnel | 1 year after year of last treatment, send to Commandant G-PE, US Coast Guard, Washington DC 20593. |
| 7.2 | | | on Coast Guard reserve officers/enlisted personnel | 1 year after year of last treatment, send to Commandant G-RA, US Coast Guard, Washington DC 20593. |
| 8 | | | allied and neutral military personnel | deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated, subject to conditions in note 6. |
| 9 | | | Veterans Administration beneficiaries | retire to NPRC (MPR) 1 year after year of last treatment. |
| 9.1 | | | USAFA cadets | after record is complete following cadet's departure from USAFA, send to Cadet Records, USAF Academy, for inclusion with the personnel records. |
| 9.2 | clinic index cards | 3 x 5 index cards removed from the Nominal Clinic Index file at time corresponding outpatient records are transferred or retired | | arrange in alphabetical order and retire in the same shipment as outpatient records being retired for that year. |

TABLE 168-5. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *10 | psychiatric treatment records | detailed psychiatric notations of consultation, tests and treatment, maintained in the psychiatric clinic | military personnel | retire to NPRC (MPR) 2 years after year of last treatment (see notes 1 and 5). |
| *11 | | | nonmilitary personnel | retire to NPRC (CPR) 2 years after year of last treatment (see notes 1 and 5). |
| 12 | | | USAFA cadets–graduates | retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 45 years, then destroy. |
| 12.1 | | | USAFA cadets–disenrollees | retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 20 years, then destroy. |
| *13 | child advocacy | | in mental health clinics | retire to NPRC (CPR) 2 years after year of last treatment (see notes 1 and 5). |
| 14 | AF Form 120, Child Advocacy Committee Report | | at HQ USAF/SGPC | destroy after 5 years. |
| 15 | emergency room treatment | copies of SF 558 (medical record–emergency care and treatment) | at emergency rooms | destroy after 2 years (see note 8). |
| 16 | emergency room control register | | | see table 168–3, rule 9. |

NOTES:

1. Outpatient and psychiatric treatment records for military personnel are destroyed 50 years after date of latest record. Outpatient, psychiatric treatment and child advocacy records for nonmilitary patients are destroyed 25 years after date of latest record. Civilian employees' health records are destroyed 30 years after date of latest record, unless longer retention periods are required by Regulatory Agencies such as Occupational Safety and Health Administration, Nuclear Regulatory Commission (CFR Title 10, Part 20), and Environmental Protection Agency. Upon separation of the civilian employee, the original pre-employment physical, disability retirement, and fitness for duty examinations are to be filed in the Official Civilian Personnel Folder.

2. Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per rules 2, 3, 5, 9, are in numerical, terminal digit order. Effective 1 January 1972, shipments to NPRC (MPR or CPR) are accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are an index to all outpatient records transferred and retired during each calendar year (see AFR 168–4, chapter 12).

3. Receipts for outpatient/dental records hand–carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the outpatient records being retired for that year.

4. Nonmilitary records pertaining to deaths, divorced spouses, and children who are no longer eligible for care may be retired at the end of the year when change of status occurred.

*5. Records of personnel assigned to the installation and eligible family members still in the area should be retained if they expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor should be retained when it is known that they still reside in the area and expect to receive care at the facility.

6. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ AFMSC/SGSB for transmittal to parent country. If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMSC/SGSB.

7. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 Sep 1947 and 31 Dec 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit of assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

8. The two–year period may be determined by cutting off at the end of the two–year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the calendar year 1979 would be destroyed in January 1982; or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the two–year cycle for that day.

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | report of patients | Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability | at HQ USAF and MAJCOMs | destroy after 3 years or when facility is inactivated, whichever is sooner. |
| 2 | | | below MAJCOMs | destroy after 2 years or when facility is inactivated, whichever is sooner. |
| 2.1 | | monthly machine tabulations of data obtained from report of patients | at HQ AFMSC | destroy after 5 years. |
| 2.2 | | annual machine tabulations of data obtained from report of patients | | destroy after 50 years if no longer needed (see note 1). |
| 3 | clinical record cover sheets | copies for statistical purposes | at MAJCOM Surgeon Generals | destroy after 6 months. |
| 3.1 | clinical record code sheet | | | |
| 4 | clinical reference indexes of diagnoses, operations, and deaths | machine listings, supplemented by Clinical Reference Index cards | at hospitals with clinical records libraries | destroy after 10 years, or when facility is inactivated, whichever is sooner. |
| 5 | | | at hospitals without clinical record libraries | destroy after 5 years, or when facility is inactivated, whichever is sooner. |
| 6 | clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5) | monthly and periodic machine tabulations of data obtained from the clinical record cover sheets | at hospitals with clinical records libraries | destroy after 10 years, or when facility is inactivated. |
| 6.1 | | | at hospitals without clinical record libraries | destroy after 5 years, or when facility is inactivated. |
| 6.2 | | | at MAJCOMs | destroy when no longer needed. |
| 6.3 | | | at HQ AFMSC | destroy after 3 years. |
| 6.4 | | annual machine tabulations of data obtained from the clinical record cover sheets (includes computer programming specifications, ADP-user life cycle records, and data element and coding manuals not published as AF manuals) | | destroy after 50 years if no longer needed (see note 1). |
| 7 | health tables, charts, and statistical reports | data concerning disease rates, bed utilization, workload etc. for local programs | | destroy when no longer needed. |

NOTE: Records retention beyond 50 years requires special authorization by HQ USAF/DAQD(S).

TABLE 168-7

PHARMACY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | prescription records | DD Form 1289, DOD Prescription; AF Form 781, Multiple Item Prescription | at pharmacies | destroy after 3 years. |
| 2 | stock records | AF Form 582, Pharmacy Stock Record | | destroy 3 years after last entry. |
| 3 | controlled substances | AF Form 579, Controlled Substances Register | | destroy 2 years after last entry on sheet. |
| 4 | receipts, disbursements, and inventories of controlled drugs | receipts of issue from medical supply and bulk drug orders for narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs | | destroy after 3 years. |
| 5 | bulk orders of noncontrolled drugs | | | destroy after 1 year. |
| 6 | inspection of drugs and biologicals | monthly reports of inspection of ward and clinic drug stocks | | |
| 7 | bulk compounding | AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log | | destroy after 3 years or when no longer needed, whichever is sooner. |
| 8 | | AF Form 2381, Pharmacy Master Formula | | destroy when superseded, obsolete, or no longer needed. |
| 9 | inpatient dispensing records | medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 10 | reports, surveys and reviews | drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports | | destroy when no longer needed. |

TABLE 169-8

MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | medical service accounts | copies of cash collection vouchers or similar forms, used for medical resource management purposes | at medical treatment facilities | destroy after 2 years (EXCEPTION: see table 175-2). |
| 1.1 | | supporting receipts listed on cash collection vouchers | | destroy after 3 years (see note). |
| 2 | patient's fund account books | ledgers, journals, and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping | | destroy 2 years after the close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 175-2, destroy 1 year after evidence of clearance is secured). |
| 3 | records of patients storing valuables | records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag, and any similar records | | destroy 18 months after close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 175-2, destroy 1 year after evidence of clearance is secured). |
| 4 | patient's property records | property slips, tags, receipts, and similar records which are a record of the receipt and return of patient's property, except funds and valuables | | destroy 6 months after departure of patient. |
| 5 | treatment of pay patients | Report of Treatment Furnished Pay Patients—Hospitalization Furnished (Part A) (DD Form 7), Report of Treatment Furnished Pay Patients—Outpatient Treatment Furnished (Part B) (DD Form 7a), reports of hospitalization and outpatient treatment, of VA, Bureau of Employees Compensation beneficiaries, and similar reports | | destroy 4 years after close of FY (see table 177-15). |

NOTE: *These records must be readily available for audit. Primary disposition for destroying these records is Table 177-15, Rule 4.

**TABLE 168-9**

**HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | certificates of accreditation | certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH) | at hospitals | return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation. |
| 2 | accreditation survey reports and records | reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH, and related correspondence | | destroy when no longer needed. |
| 3 | | copies of JCAH survey reports and related correspondence | at HQ USAF/SG | |
| 4 | accreditation references | Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements | at hospitals | destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status. |
| 5 | American Hospital Association (AHA) membership | records pertaining to membership in AHA, survey reports, and related records | | destroy after 5 years or when superseded, whichever is sooner. |

**TABLE 168-10**

**NURSING SERVICE RECORDS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | nursing supply records | Central Nursing Supply Issue Record (AF Form 580), or comparable forms | at hospitals | destroy 1 month after items have been returned and posted to inventory records. |
| 2 | nursing service report | Nursing Service 24-Hour Report (AF Form 587), or comparable forms | | destroy after 1 year. |
| 3 | ward reports | statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports, and ward patient rosters | | destroy after 3 months. |
| 4 | operating room schedules | register or ledger containing information on the operations performed for each day | | destroy after 5 years. |
| 5 | | lists of operations scheduled for the next day | | destroy when no longer needed. |
| 6 | sterilizer testing documentation | forms indicating the efficiency of sterilizers | | destroy after 2 years. |

Medical food service records are created in the operation of medical food service activities. They consist of records used in menu planning; purchasing, storing, and issuing food supplies; production and service of meals to bed patients and dining room patrons; accounting for money from the sale of meals; accumulating workload data; and in the management of clinical dietetics.

**TABLE 168-11**

**MEDICAL FOOD SERVICE RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | work schedules | Medical Food Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581), and Medical Food Service Daily Work Assignment (AF Form 2577) | | destroy after 1 year. |
| 2 | in-service training | | | destroy when no longer needed. |
| 3 | workload data | Diet Census (AF Form 2573), Diet Consultation Record (AF Form 2576), and information copy of Medical Food Cost Report (AF Form 341) | | destroy after 2 years. |
| 4 | receipts for controlled forms | Request for Issue or Turn-in (DD Form 1150), Hospital Invoice/ Receipt/Account Receivable Record (AF Form 1127), copies of Ration Earnings Record (AF Form 544) and for clinics supported by Base Food Service, copy of Dining Hall Signature Record (AF Form 1339) | | destroy after 1 year, providing requirements of table 175-2 have been met. |
| 5 | food purchasing, control, storing, issuing, and food cost data | Advance Orders, Subsistence Requests (AF Form 287), Tally- In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), and extended copies Food Issue Record (AF Form 543) | | destroy after 1 year, unless needed for operational purposes. |
| 6 | menu planning | Regular and Therapeutic Hospital Menus, Menu Planner and Analysis (AF Form 2580), Therapeutic Worksheet-Breakfast (AF Form 2495), Therapeutic Worksheet-Dinner/Supper (AF Form 2496) | | |
| 7 | food production and service | Outpatients' and Visitors' Meal Log (AF Form 2563), Medical Food Service Cash and Forms Receipt (AF Form 2570), Recipe Popularity Record (AF Form 2571), Meat/Salad Worksheet (AF Form 2575), Baker's Worksheet (AF Form 2574), Diet Worksheet (AF Form 2486), Food Temperature Chart (AF Form 2582), Cooks Worksheet (AF Form 679) | | destroy when no longer needed. |
| 8 | clinical dietetics | Diet Record (AF Form 1041), Therapeutic Menu Patterns, copies of Selective Menu (AF Form 1737 and 1739), Therapeutic Menu (AF Forms 1738 and 1740), Soft, Bland 4, Fiber Restricted (Selective) (AF Forms 2493 and 2494), Soft, Bland 4, Fiber Restricted (Non-Selective) (AF Form 2502), Dental Soft-T&A Soft (AF Forms 2483 and 2484), Pediatric (AF Forms 2491 and 2492), Liquid (AF Forms 2481 and 2482), Calorie Restricted (AF Forms 2499 and 2500), Diabetic (AF Forms 2479 and 2480), Bland (AF Forms 2489 and 2490), Sodium Restricted (AF Forms 2478 and 2485), Modified Fat (AF Forms 2497 and 2498), Hyperlipoprotienemia Diet 2/Diet 4 (AF Forms 2487 and 2488), Nourishment Order (AF Form 2568), Nourishment (AF Form 2579), Nutritional Assessment (AF Form 2572) and Nutrition History (AF Form 2569) | | |
| 9 | | Diet Order (AF Form 1094) and Diet Order Change (AF Form 2567) | | destroy after 1 year. |

**169. Medical Education and Research.** This table covers records pertaining to professional papers and medical research.

**TABLE 169–1**

**MEDICAL EDUCATION AND RESEARCH**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | medical research and experimental case files | records of work in process or completed, and individual participation records | | retire as permanent to WNRC. |
| 2 | professional papers | reports of experimental studies or research carried out at hospitals | | retain at medical facility for 5 years; retire as permanent to WNRC. |
| 3 | aeromedical research data | | at USAF School of Aerospace Medicine (USAFSAM) | see table 80–3. |

**170. Comptroller.** These tables cover records pertaining to the overall direction and supervision of comptroller functions, including budget, accounting and finance, statistics, auditing, program analysis, and progress analysis. They also include data on cost accounting for base civil engineer (BCE) activities in the area of real property management, such as utilities, fire protection, sanitation and custodial services, maintenance, improvements, and construction.

TABLE 170-1

PROGRAM CONTROL FILES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | financial management | reports, studies, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs | | destroy when superseded, obsolete, or no longer needed. |
| 2 | international affairs | agreements or arrangements, special studies, reports, correspondence, and related data that reflect on Air Force participation in international affairs programs | | |
| 3 | uniform commutation | commutation rates, uniform conversions, reports and vouchers on commutations funds | at HQ AFROTC | destroy after 2 years. |

TABLE 170-2

COST ACCOUNTING FOR BASE CIVIL ENGINEER ACTIVITIES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cost accounting | reports, such as materials and supplies used, base civil engineers' cost ledger, cost reconciliation, schedule of costs, monthly vehicle reports, journal voucher, comparable forms, and related papers and bills, cost reports, work sheets; expenditures of funds for the repair, maintenance, operation, management, and preservation of real property facilities to include refunds and reimbursements; forms pertaining to off-reservation housing and rental accounts such as request for issue or turn-in of household items, cash collection vouchers, public voucher for refund, daily statement of operations, daily cash register machine tapes, and individual tenants' folders | at civil engineer activities | destroy 3 years after accounts are cleared, provided any needed corrective action has been accomplished according to table 175-2. |
| 1.1<br>1.2<br>2<br>3 | (RESERVED) | | | |

**172. Budget.** These tables cover records pertaining to the preparation, analysis, justification and control of the Air Force budget for appropriated funds; funding of approved programs and projects within appropriation; analyses of appropriations and expenditures in comparison with budgeting estimates and objectives; and furnishing of budgetary advice and guidance.

TABLE 172-1

BUDGETARY ANALYSES, SUMMARIES AND SPECIAL STUDIES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | analyses | interpretations and analyses of Executive Orders, statutes other government policies, regulations and instructions, correspondence, reports, and related records (such as cross-servicing and joint-servicing agreements) that reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities | | retire as permanent (see note). |
| 2 | summaries and special studies | special pricing exercises, projects, working group reports, correspondence, and related data | at HQ USAF | destroy 2 years after FY in which created (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). |
| 3 | | | at MAJCOMs and below | |
| 4 | international balance of payments forecasts | form reports, studies, analyses, work sheets, correspondence, and related data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures) | | |
| 5 | | source documents, feeder reports and supporting data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures) | | destroy when superseded, obsolete or after 2 years, whichever is sooner (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). |

NOTE: Offer to National Archives in 5-year blocks when latest record is 25 years old.

TABLE 172-2

ESTIMATES AND FINANCIAL PLANS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | development | records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related information | at HQ USAF and MAJCOMs | retire as permanent (see note). |
| 2 | | | below MAJCOMs | destroy 2 years after FY in which created (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). |
| 2.1 | | | at other than budget offices | destroy 1 year after the close of the FY to which it pertains. |
| 3 | call for estimates | the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data | | destroy 2 years after close of the FY in which appropriated funds are obligated (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). |
| 4 | congressional hearings | correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings | at preparing offices and are not included in published congressional hearing records | retire as permanent (see note). |
| 5 | | | published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings | destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**TABLE 172-3**

**FUNDING RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | apportionment | form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers | at HQ USAF | destroy when no longer needed, but not later than 20 years after FY in which created. |
| 2 | | | at MAJCOMs and below | destroy 2 years after FY in which created. (EXCEPTION: when documents are needed for justification or other purposes, chart 2-1, item 5, applies). |
| 3 | allocation and allotments | reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to the disbursement of public funds pertaining to annual, multiple and/or no-year appropriations | | destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds. |
| 4 | program project and appropriation control | funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionments, allocations, distribution schedules, status reports, and supporting documents for monitoring obligations of the funds | | |
| 5 | industrial management, stock and working funds | apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses, and related information | at HQ USAF/ MAJCOMs/major subordinate commands | destroy when no longer needed, but not later than 20 years after FY in which created. |
| 6 | | source documents, feeder reports and support data | | destroy when superseded, obsolete, or 2 years after close of the FY in which funds were made available for obligation. |
| 7 | foreign military assistance appropriation and funding | records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization, allotments, and related financial data | at HQ USAF/ MAJCOMs/major subordinate commands | destroy when no longer needed, but not later than 20 years after FY in which created. |
| 8 | | source documents, feeder reports and support data | | destroy when superseded, obsolete, or 2 years after close of the FY in which funds were made available for obligation, or on receipt of notification of funds. |
| 9 | military construction | budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses, and related data | at HQ USAF | destroy when no longer needed, but not later than 20 years after FY in which created. |
| 10 | | | at MAJCOMs and major subordinate commands | destroy 15 years after receipt of notification of liquidation of the funds. |

TABLE 172-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 11 | | source documents, feeder reports and support data | | destroy when superseded, obsolete, or 3 years after close of the FY in which funds were made available for obligation, or on receipt of notification of liquidation of the funds, whichever is applicable. |
| 12 | Deutschemark construction | advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data | at HQ USAF | destroy when no longer needed for reference, but not later than 20 years after FY in which created. |
| 13 | | | at MAJCOMs and major subordinate commands | destroy 15 years after receipt of notification of liquidation of the funds. |
| 14 | | source documents, feeder reports and support data | | destroy when superseded, obsolete, or 3 years after close of the FY in which funds were made available for obligation. |
| 15 | statistical control data | daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records, and comparable control data | | destroy after 1 year or when no longer needed, whichever is later. |

TABLE 172-4

BUDGET REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | appropriations status reports | end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data | | destroy after 5 years. |
| 2 | | all other reports with correspondence and related data | | destroy 3 years after the end of the fiscal year. |
| 3 | (RESERVED) | | | |
| 4 | RCS reports | required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions not covered elsewhere in the 172-series tables | | destroy when superseded, obsolete or after 2 years, whichever is sooner (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). |
| 5 | ADP management information system, computer systems program | budget supporting data: computer system program (CSP)-1, card summaries and master files used to support the funding requirements included in the President's budget | at HQ USAF | destroy after 7 years. |

**173. Cost Analysis.** This table covers records pertaining to the policies, principles, and instructions for performing cost analysis throughout the Air Force, including cost information systems, planning factors, cost analysis methods and procedures, cost estimating, and cost estimate tracking, and Life Cycle Cost.

**TABLE 173-1**

**COST RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cost estimating relationship/cost factor program | reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element | at HQ USAF and MAJCOMs | destroy after 10 years or when no longer needed. |
| 2 | | support documents, data processing cards, statistical tabulations, and other working papers | | destroy when superseded, obsolete, or after 2 years, whichever is sooner. |
| 3 | | | below MAJCOMs | destroy after 1 year, or when superseded, obsolete, or no longer needed. |
| 4 | cost information reports (CIR) | contract cost-data summaries, functional cost-hour reports, progress curve reports, FY functional cost-hour reports, comparable reports, and correspondence | at AFSC, ASD, ESD, SAMSO and similar organizations | destroy paper records when converted to computer input data. |
| 5 | | | | store computer input data in ADP data banks. |
| 6 | | individual program data files relating to CIR reporting requirements | at HQ USAF and HQ AFSC | destroy after the acquisition phase of each program. |

**175. Auditing.** These tables cover records pertaining to the policies and procedures for auditing AF accounts, including the conduct of internal audits of accounts and records covering military property sales appropriated funds, nonappropriated funds, real property, and AF control systems; industrial audits, surveys of accounts, and records of contractors.

TABLE 175-1

INTERNAL AUDIT AND CONTROL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | audit (see note 2) | reports of audit | at activities having custody of documents audited | destroy with the records to which they pertain. |
| 2 | | | held by installation commanders or their staff elements, MAJCOMs and intermediate echelons having prime responsibility (OPR) | destroy after 2 years provided clearance of any irregularities is secured (see table 175-2). |
| 2.1 | | | copies other than those covered in rules 1 and 2 | destroy 1 year after all irregularities are secured or when no longer needed, whichever is sooner. |
| 3 | | retained copies of audit reports | at the Assistant Auditor General and Audit Agency Divisions/Regions | destroy 6 years after close of FY in which issued, provided all useful purposes have been served. |
| 3.1 | | | in library at Audit Agency Headquarters | destroy 2 years after close of FY in which they were issued, provided all useful purposes have been served (see note 1). |
| 3.2 | | | at Audit Agency Representative Resident Office | |
| 4 | | auditing support data such as shipping documents, receiving reports, statement of service, and related audit working papers | at all Audit Agency activities | destroy 1 year after close of FY in which related audit reports were issued, provided purpose has been served (see note 1). |
| 5 | control | data as to accounts or funds audited, period of audit, names of accountable officers and fund custodians, number of stock record cards involved, information relative to condition of accounts and other information required for statistical purposes | | destroy 5 years after close of FY to which they pertain, or when they become noncurrent, whichever is sooner. |
| 6 | summary audit reports | summaries of the findings and recommendations reported to the various AF levels of management by the Audit Agency | at Audit Agency Directorate of Operations | destroy 6 years after close of the FY in which issued, provided all useful purposes have been served. |
| 6.1 | | | at Audit Agency Directorates/Divisions/Regions which were OPR for the report | destroy after 3 years or when no longer needed, whichever is longer. |
| 7 | | | at the Assistant Auditor General and Audit Agency Divisions/Regions/Representative/Resident Offices | destroy 2 years after close of FY in which issued, or followup is completed, whichever is later. |
| 7.1 | | | in the library at Audit Agency Headquarters | destroy 2 years after close of FY to which they pertain. |
| 8 | | | at AF activities other than the Audit Agency | destroy after 2 years, provided clearance of any irregularity is secured (see table 175-2). |

NOTES:

1. Civilian pay audit reports and the related workpapers will not be destroyed until 1 year after General Accounting Office (GAO) audit of related pay records. However, no reports (civilian pay or others) of the related audit workpapers will be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, or amounts due any agency of the United States Government. In such instances, destroy records after subsequent audit reports or examinations disclose appropriate action has been taken and a total of 6 years has elapsed since the issuance of the original audit report.
2. Does not include management analysis studies in Table 178-1.

TABLE 175-2

RECORDS SUBJECT TO AUDIT OR INSPECTION (SEE NOTES)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | internal audit or inspection | active and terminated accounts when no audit is accomplished, and specified retention period has elapsed | | dispose of as provided in tables covering records to which they relate. |
| 2 | | active and terminated accounts when audit or inspection report has disclosed no irregularities, and specified retention period has elapsed | | |
| 3 | | active and terminated accounts when irregularities are disclosed by audit or inspection which involve monies owed to the US Government | | dispose of audit or inspection report and the documents as provided in tables covering the documents to which they relate after irregularities are cleared (see note 2). |
| 4 | | active and terminated accounts when irregularities are disclosed by audit or inspection which involve suspected fraud, falsification of documentation, irregular conduct, or other irregularities | | dispose of all documents as provided in tables covering documents to which they relate after litigation, disciplinary, or other action is completed. |

NOTES:

1. Discrepancies which are reported by audit or inspection may be cleared by The Auditor General, The Inspector General, or by the commander having responsibility for taking the necessary corrective action. Clearances of the reported discrepancies for the purpose of disposing of records however, remain with the commander. The Auditor General/Inspector General do not provide clearances for records disposition purposes.
2. The commander has discretionary authority to permit the disposition of records under circumstances indicated hereon, after considering indorsed actions to the initial audit or inspection followup reports of corrective action, reports of inspection or examination, and/or another audit report which satisfies the commander that the reported discrepancies are cleared.

TABLE 175-3

RECORDS HELD FOR GENERAL ACCOUNTING OFFICE (GAO) AUDIT

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | site or comprehensive audit by GAO | original money accounts, vouchers, contracts, and their supporting records that are or have been audited by GAO | | send to HQ AFAFC/DAD where they will be retired to the Denver Federal Archives and Records Center (FARC) to be disposed of per table 177-5 (see note 2 below). |
| 2 | | records in rule 1 that are unaudited, held over 3 years from closing date of last period audited (see note 1) | | |

NOTES:

1. If unaudited records present a storage problem within the 3-year hold period, submit a request for transfer approval through the Command Records Manager (RM) to HQ AFAFC/ DAD.
2. For shipping instructions see chapter 7.

**176. Nonappropriated Funds.** These tables cover records pertaining to the administration of and accounting for nonappropriated funds (NAF):

a. Records of the Air Force Aid Society, Boy Scouts of America, women's clubs, and other such activities covered in AFR 34-3, Vol XI which have no official status with the AF are not official AF records. Therefore, this directive does not apply.

b. The Air Force Welfare Board administers the Air Force Central Welfare Fund, the Central Membership Association Fund, and such other nonappropriated funds directly assigned to the Board. Related records of operational matters concerning personnel management, financial management, and funding controls are covered in the following tables. Retain records subject to audit or inspection until cleared for disposal by the commander.

c. Disposition of Air Force Base Exchange records is governed by AAFES Manual 5-1.

TABLE 176-1

NAF ADMINISTRATIVE MANAGEMENT RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | historical files | a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund | | retire as permanent (except rule 1.1) when instrumentality is discontinued or when fund is dissolved. |
| 1.1 | | records in rule 1 that are change to policy directives, program authorizations, and/or background and support papers | | destroy when no longer needed. |
| 2 | inspection reports | inspections conducted by command requirements or as directed by higher authority | | destroy on discontinuance of an activity, or fund, whichever is sooner. |
| 3 | organizational charts | separate charts outlining in detail each segment of the NAF organization | | |
| 4 | | supporting data, pertinent changes, and related correspondence | | destroy when no longer needed. |

**TABLE 176-2**

**NAF PERSONNEL RECORDS**

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | authority file | correspondence, reports, and other data concerning personnel practices and techniques; they may include personnel authorizations for commission rates of pay; per annum rates of pay, tour of duty over 40 hours, deviations from established policies and procedures, and comparable authorizations received from higher HQ used for information and guidance | | destroy when superseded or obsolete, provided any needed corrective action has been taken per table 175-2 (see note 2). |
| 2 | job descriptions | forms for each position or job authorized | | destroy when superseded or cancelled. |
| 3 | position control | forms used to control all authorized positions, whether occupied or vacant | | destroy when position is cancelled. |
| 4 | ladder diagrams | forms used for each occupational group of positions | | destroy when superseded or cancelled. |
| 5 | wage schedules | forms used for each occupational group of NAF employees | | destroy 4 years after superseded or cancelled, provided any needed corrective action has been taken per table 175-2 (see note 2). |
| 6 | official registers | a complete record of all NAF employees arriving at or departing from an NAF activity | | destroy 6 months after final entry in the register. |
| 7 | service record cards | cards used to provide a concise chronology of personal and services data | | destroy 3 years after separation of the individual (see notes 1 and 2). |
| 8 | applications for employment | records showing personnel accepted for assignment | | forward for inclusion in official personnel folder. |
| *9 | | records showing personnel accepted for possible assignment | | destroy after 6 months. |
| *10 | letters of appreciation | letters of recommendation for former employees, or prospective employees, and of commendation in recognition of services rendered | | destroy after 2 years. |
| 11 | grievances | committee reports, accounts of proceedings, copies of decisions, and other pertinent data that are not record copies of official records affecting personnel actions | | destroy 5 years after final decision, or 5 years after any reclama thereon whichever is later. |
| 12 | training | training schedules, attendance records, evaluations of specific courses and monthly summaries at training activities | | destroy after 5 years. |
| 13 | employment statistics | reports required for furnishing other governmental agencies with essential data pertaining to labor statistics, unemployment compensation, and comparable data, except records covered in rule 19 | | |
| *14 | official personnel folders (OPFs) | folders of all U.S. citizens wherever employed and of all non-U.S. citizens employed within the United States and its possessions. | | transfer folder to National Personnel Records Center (CPR), St. Louis, Missouri, 1 year after separation. (see note 3). |
| *15 | | folders of aliens employed outside the US and its possessions | | destroy 5 years after separation from employment. For exceptions, see note 5. |
| *16 | notifications of personnel actions | forms documenting employment, promotions, transfer, in or out, separation, and all other individual personnel actions, exclusive of those in the NAF official personnel folders (OPFs) | chronological file copies, including fact sheets, held in personnel offices | destroy after 2 years. |
| *16.1 | | | all other copies held in personnel offices | destroy after 1 year. |

TABLE 176-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 17 | time cards | cards used for recording hours of work; regular, overtime, leave, and similar data | | destroy after 3 payroll years. (EXCEPTION: on discontinuance of an instrumentality destroy when any discrepancy involved is cleared per table 175-2 (see note 2).) |
| *18 | payroll | transfer and change of rate forms, separation notices, time recapitulation sheets, cancelled payroll checks, other comparable and supporting data | | |
| 19 | federal unemployment compensation data | forms used to furnish State employment security agencies payroll data of personnel paid from NAF | | destroy after 2 years. |
| 19.1 | involuntary separation or resignation actions of employees without appeal rights | supervisor's explanation of the reasons for separation of the employee; job-related circumstances, or record of oral notice given to the employee that adversely affected his/her resignation | filed subjectively according to nature of action separately from employee's OPF | destroy 2 years from effective date of action (see note 4). |
| 20 | medical data | cards, certificates, examination schedules and reports, and other comparable data required for such NAF employees as barbers, beauticians, food handlers, and similar services | | destroy when superseded, or when individual is transferred or seperated from NAF services. |
| *21 | employee record cards | records used for ready reference and reflect on the job, grade, and similar data relating to an individual's employment | maintained outside personnel offices | destroy on separation or transfer of employee. EXCEPTION: If separated by RIF or removal action with pending appeal, transfer card to Grievance, Disciplinary, and Adverse Action Files. |
| 22 | awards and commendations | list of eligible employees, committee determinations, related correspondence, and other comparable data | | destroy 5 years after final action. |
| 23 | travel orders | the record set | | destroy after 1 year. |
| 24 | union policy and management | | | see table 40-6. |
| 25 | operating civilian personnel | | | see table 40-8. |

NOTES:

1. On inactivation of an installation, notify the National Personnel Records Center, NPRC (CPR) of the closing date, name, and location of the installation assuming custody of the personnel records and individual earning records of NAF employees. If no installation is assuming custody, send records to the NPRC (CPR).

*2. An exception to the authorized disposition is made for records: (requests for exceptions must be submitted through HQ USAF/DAQD to NARA).

a. Required in support of legal matters (i.e., claims, criminal, or other actions). Such record is disposed of after action is resolved and the specified retention period has elapsed.

b. For which a foreign government law or agreement specifies a longer retention period.

c. For non-US employees whose countries have a unique requirement to warrant a longer retention, see AFR 12-50, Volume One, chart 4-1, note 1.

*3. These folders may be transferred to NPRC in any volume. The NPRC will destroy 75 years after birthdate of employee (60 years after the date of the earliest document if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later. If re-employed during authorized retention period, forward folder to gaining personnel activity upon request. When an employee is transferred to another NAF Instrumentality, transfer the folder directly to the gaining activity.

4. Supervisor's explanation, related records of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's official personnel folder either to another federal agency or the NPRC.

*5. Retain folders of Turkish employees in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.

**TABLE 176-3**

**NAF FINANCIAL MANAGEMENT**

| RULE | A<br>If the documents are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | budgetary data | merchandise, payroll, profit/loss and capital expenditure budgets | at NAFFMB as a result of monthly or yearly budgeting practices | destroy after 5 years. |
| 2 | | data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc. | | |
| 2.1 | | copies of documents described in rules 1 and 2 | at NAF activities | destroy after 1 year or when no longer needed, whichever is sooner. |
| 3 | financial statements and reports | statements (including consolidated), reports of audit and of inspections | at preparing activities above base level | destroy after 5 years. |
| 4 | | monthly and quarterly statements and reports, with substantiating data | at preparing activities at base or unit level | destroy after 4 years. |
| 4.1 | | | at other than preparing activities | destroy when no longer needed. |
| 5 | | working papers and other support data relating to statements and reports in rules 3 and 4 | | destroy when no longer needed. |
| 6 | | informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports) | at other than preparing activities | |
| 6.1 | | computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing | at HQ AFMPC | destroy after 4 months. |
| 6.2 | | monthly and quarterly consolidated command reports, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds | at HQ AFAFC and HQ AFMPC | destroy after 5 years. |
| 7 | claims | reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/or criminal actions | | destroy 4 years after claim is settled or otherwise closed. |
| 8 | board proceedings | reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof | | destroy after 3 years (EXCEPTION: when data is needed to support a claim, rule 7 applies). |
| 9 | NAF custodian certificate | memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian | with financial management officers | destroy 12 years after change of custodian. |
| 9.1 | | | at NAF activities | destroy 1 year after change of custodian. |
| 10 | insurance | property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets | | destroy 4 years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner. |
| 11 | | control registers which provide a detailed record of all policies and self-insurance owed that are also used to compute the charges to be amortized each month | | destroy after 2 years. |

TABLE 176-3. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the documents are or pertain to | consisting of | which are | then |
| 12 | loans and grants | requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc. | | destroy 5 years after expiration, cancellation or termination of loan or grant. |
| 13 | investments (government or government agency securities) | savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc. | | destroy 5 years after transfer or liquidation of the security. |
| *14 | general ledger | ledger sheets in accounting books of final entry | | destroy after 6 years, 3 months. |
| *15 | journals, registers and ledgers | basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals | | destroy after 3 years. |
| 15.1 | | daily/monthly transaction machine cards | | destroy 45 days after necessary reconciliations are made with pertinent records. |
| 16 | working funds | reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips | record copies at NAFFMB reflecting all deposits, reimbursements, and a running balance of cash in the bank | destroy after 4 years or on liquidation of the funds, provided a terminal audit is satisfied; if discrepancies are involved, see table 175-2. |
| 16.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 17 | monthend working papers | records of bank (CBP) reconciliations, and other audit working papers used for detailing general ledger control account balances | | destroy after 2 years. |
| 18 | daily reports | reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related documents | record copies at NAFFMB reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report | destroy after 4 years, provided account is clear. |
| 18.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| *19 | | consolidated daily reports | record copies at NAFFMB used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger | destroy after 3 years, provided account is clear. |
| 19.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 20 | (RESERVED) | | | |
| 21 | accounts receivable | individual subsidiary records of amounts due the fund, and supporting documents | office of record copies reflecting merchandise sale on credit basis | destroy after 4 years, provided the account is clear. |
| 21.1 | | | copies at using activities other than the office of record | destroy 120 days after month prepared. |
| 22 | prepaid expense (deferred charge) | accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods | | destroy after 2 years. |

TABLE 176-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 23 | disbursements | checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services | | destroy after 4 years. |
| 24 | | checks in payment of proceeds of loans or other receivables | | destroy when loans or receivables are closed. |
| 25 | open mess guest checks | accounts control copy of check that reflects on food and beverage items purchased or charged by member or guest | | see table 215-6. |
| 25.1 | | copy that reflects on package liquor sales | | |
| 26 | | kitchen copy of check | | |
| 27 | bingo | signature sheets and other pertinent data | record copies at NAFFMB reflecting prizes awarded and related transactions | destroy after 2 years. |
| 27.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 28 | machine reports | vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts | record copies at NAFFMB reflecting incomes from various machines | destroy after 2 years. |
| 28.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 29 | collection | cash collection receipts | record copies at NAFFMBs reflecting collection of NAF membership dues, concession income and related collections | destroy after 4 years. |
| 29.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 30 | | receipt books and duplicate receipts | record copies at NAFFMBs | destroy after 1 year. |
| 30.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 31 | | accounts control records | record copies at NAFFMBs | destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear. |
| 31.1 | | | copies at preparing activities | destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear. |
| 32 | theater accounts | film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks | | destroy after 2 years. |
| 33 | book department data | financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books | | destroy after 4 years (EXCEPTION: destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed). |
| 34 | (RESERVED) | | | |

TABLE 176-3. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 35 | control records on accountable coupons, tokens, chits, etc. | control logs, registers and destruction certificates used to control this type of credit system | | destroy after 2 years. |
| 36 | hospital fund accounts | ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds | | destroy after 4 years (EXCEPTION: destroy records required for support of any claim-criminal or other action-when action is resolved, provided the retention period has elapsed) |
| 37 | | property records | | destroy after related property is disposed of (EXCEPTION: destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed). |
| 38 | individual earning data | records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits | at activities financed from NAF | destroy 4 years after year wages are paid. For exceptions see note 4. |
| 38.1 | | individual pay records, forms or mechanized listings in lieu thereof | record copies at NAFFMB and used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year | send to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (see notes 1 and 2). |
| 38.2 | | | copies at other activities | destroy 90 days after month prepared. |
| 39 | | employees withholding exemption certificates (W4s) | | retain as long as in effect and for 4 additional years; and destroy (EXCEPTION: for Army and Air Force Motion Picture Service (AAFMPS), see note 3). |
| 40 | unit funds | requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence | at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a consolidated base fund (CBF) or central accounting office (CAO) | destroy when notified by CBF/CAO that account is in balance. |
| 41 | | purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence | at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs | apply disposition instructions in table 176-3 across the board, as appropriate (EXCEPTION: where volume is small, records may be retained intact until 4 years after close of FY in which funds were allocated; and destroy). |
| 42 | minutes of meetings | minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation) | held by fund custodians | destroy with related accounting records. |

TABLE 176-3, CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the documents are or pertain to | consisting of | which are | then |
| 43 | packaged alcoholic beverage sales slips | sales slips/purchase register | at alcoholic beverage outlets | see table 215-5. |
| 43.1 | sales slip book log | sales slip book logs used to record the issue, use and destruction of sales slips | | |
| 44 | chaplain funds | life of the fund: orders establishing funds, disbursement limitations, waivers, records of dissolution and other similar papers | at installations | destroy 6 years after FY in which fund is dissolved. |
| 44.1 | | orders appointing fund custodians, approval for NCO custodians, records authorizing petty cash, warranty information and operating instructions for property, maintenance history of property | | destroy when superseded, revoked, obsolete or when no longer needed. |
| 44.2 | | letters appointing fund councils, accounting records and purchase order registers | | destroy 6 years after end of FY to which they pertain. |
| 44.3 | | monthly accounting records: minutes, statement of operations and net worth, bank statements and cancelled checks, chapel offering certificates, bank deposit slips, receipts, vouchers, expenditure vouchers and supporting documents, purchase orders | | destroy 4 years after end of FY to which they pertain (EXCEPTION: destroy documents required for support of any claim when action is resolved provided the retention period has elapsed). |
| 44.4 | | contracts | | dispose of per table 70-1. |
| 44.5 | | letters, indorsements, fund council agendas and related supporting documents and other correspondence related to general administration of the funds but not needed as supporting documents for the accounting documentation | | dispose of per table 10-1, rule 2. |
| 44.6 | | nonexpendable property records and disposition of property records | at MAJCOMs and installations | destroy after disposition of assets. |
| 44.7 | | statement of operations and net worth | at other than installations | destroy after 2 years. |
| 45 | collection sheets and fee registers | bowling alley score sheets | | destroy after 1 month. |
| 46 | | field ration mess supplemental service charge collection sheets | record copies at NAFFMB | destroy after 2 years. |
| 46.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| 47 | | golf course fee registers, swimming lessons and pool registers, etc. | record copies at NAFFMB | destroy after 2 years. |
| 47.1 | | | copies at preparing activities | destroy 120 days after month prepared. |
| *48 | other supporting documents required for audit/inspection | documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection); debit or credit advice; fund allocation authorization certified excerpts of council actions; board of officers' actions; inventory adjustments, legal records of establishment or cancellation of claims; other necessary authorization in support of accounting entries | | destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal. |

NOTES:

1. In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims. (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.

3. For original W4s at HQ AAFMPS, retain as long as in effect; destroy after 4 additional years. For duplicate W4s in theater files, retain as long as in effect or until employee is separated, then destroy.

*4. For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.

TABLE 176-4

NAF REAL PROPERTY MANAGEMENT RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | title papers | deeds, court orders, land survey notes, maps, land title opinions, abstracts of certificates of title, and other evidences of title, including purchase contracts, agreements, court proceedings and judgments entries, documents of payments, additional land descriptions, with related correspondence that document the acquisition of property by purchase, donation, condemnation, exchange, and other such actions | | destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement. |
| 2 | property accountable data | individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence essential to the utilization of fixed assets or physical property, which shall remain with the property | | transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (oversea) government control. |
| 3 | | records in rule 2 that relates to buildings or equipment which is disposed of by lease termination, demolition, or salvage | | destroy 5 years after related property or equipment is disposed of, provided any needed corrective action is accomplished per table 175-2. |
| 3.1 | | monthly/quarterly property listings | originals at NAFFMB | destroy after 2 years. |
| 3.2 | | | copies at NAF activities | destroy when next listing is determined accurate. |
| 3.3 | | | work copies at NAFFMB and used for other than inventory | destroy on receipt of next listing. |
| 3.4 | | | at NAFFMB and used for annual disinterested party inventory, and inventory team work papers | destroy after completion and approval of next inventory. |
| 4 | excess and surplus property | correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals of property | | destroy after 5 years, provided any needed corrective action is accomplished per table 175-2. |
| 5 | property/equipment control | requisitions, issue slips (receipt records), other control data, and related correspondence that serve to monitor requests for issuance or return of properties | | destroy on return of properties, or when superseded by a later receipt or signed inventory listing. |
| 6 | | chaplains nonexpendable property records and related data | | see table 176-3. |

**TABLE 176-5**

**NAF PROCUREMENT RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | individual case files | bids, contracts, modifications, or change orders, with other contractual instruments, supporting data, and related correspondence pertaining to the procurement of supplies, equipment, and services that include contracts for construction, modifications of facilities, and other services, except concessionaire services | | for disposition see table 70-1. |
| 2 | invitations for bids | bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation | successful bids | forward for inclusion in individual case file (see rule 1). |
| 3 | | | unsuccessful bids (no award made) | destroy after 3 years. |
| 4 | individual vendor files | catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address; mailing lists; and comparable records | | destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner. |
| 5 | concessionaires | approved applications from prospective concessionaires | | forward for inclusion in case file (see rule 7). |
| 6 | | disapproved applications from prospective concessionairies | | destroy when service is considered undesirable. |
| 7 | | case files containing approved applications, agreements, financial statements, certificates of insurance, data on installation of equipment, fixtures, that reflect on various independent concessions, such as barber and beauty shops, news-stands, etc. | | destroy 4 years after termination or cancellation of the agreement. |
| 8 | | letters of complaint, notices of noncompliance with the agreement, reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news-stands, etc. | | destroy 1 year after termination of agreement. |

**TABLE 176-6**

**NAF SUPPLY RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | merchandise stock | a perpetual inventory comprised of forms and cards showing, by item, the receipt, issue, balance on hand, and unit cost placed in an inactive file when stock reaches a zero balance and is not to be restocked, or when balances are transferred to a new card or form | | destroy inactive file after 2 years. |
| 2 | food and services | monthly inventory sheets | | destroy after 2 years. |
| 3 | theater equipment | consolidated property records, such as shipping records, receiving reports, registers of vouchers, related records, and reports of the receipt, issue, and transfer of each item of nonexpendable sound projection and theater equipment | | destroy 1 year after receipt of new consolidated property record. |
| 4 | requisitions | originals of requests for merchandise for central or comparable storerooms | | destroy after 2 years. |
| 5 | | copies of above | | destroy after 2 months. |
| 6 | vouchers | originals of merchandise transfers or adjustment accountability vouchers | | destroy after 2 years. |
| 7 | | copies of above | | destroy after 2 months. |
| 8 | applications | letters of application for bulk supplies | | destroy after 1 year. |
| 9 | ration cards and coupons | certificates covering the destruction of used and unused cards and coupons | | destroy after 2 years. |
| 10 | | certificates or affidavits concerning the loss of cards | | |
| 11 | | control registers | | |
| 12 | | unused, obsolete, mutilated, or terminated ration cards/ coupons issued to military and civilian personnel for use in military exchanges to ration selected items | | destroy when no longer entitled to ration privileges, on accomplishment of a new ration card or when covered in rule 9, 10, or 11. |
| 13 | Japan Central Exchange | sales slips reflecting on Chinese-type merchandise | | destroy 3 years after date of sale. |

TABLE 176-7

NAF RECREATIONAL SERVICES RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | publicity | monthly schedules of activities, informational bulletins, leaflets, and related published data that reflect on NAF club activities or other recreation programs | | destroy when no longer needed. |
| 2 | membership | applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions that reflect on membership, privileges of swimming pools, golf courses, etc. | | destroy 1 year after termination of membership. |
| 3 | | control registers | | destroy 2 years after final entry. |
| 4 | billeting accommodations | bed cards or registration cards and receipts used in lieu of bed cards that pertain to visiting officer quarters (VOQs) and transient airman quarters (TAQs) | | destroy after 2 years. |
| 5 | | accommodations records for room or bed occupancy controls that pertain to VOQs and TAQs | | destroy after 6 months. |
| 6 | theater | authorizations for working balances, motion picture schedules, employment of personnel, and related data | | destroy when superseded, obsolete, or cancelled. |
| 7 | | operational data pertaining to presentation of programs, cancellation of showings, and related data | | destroy after 2 years. |
| 8<br>9<br>10 | (RESERVED) | | | |

**177. Accounting and Finance.** These tables cover records pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. They relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other government agencies, foreign governments, contractors, and other liabilities; and all other transactions affecting the accounting operations and the financial position of the AF. (NOTE: In an inactivation, follow the procedures in AFR 177-101, part 2, chapter 1. At oversea accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

TABLE 177-1

FINANCIAL STATEMENTS AND CONTROLLED REPORTS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | consolidated statements and reports | records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules | at MAJCOMs | destroy after 5 years. |
| 2 | | | at major subordinate commands and below | destroy after 4 years (see table 177-15). |
| 3 | statements of certification | statements which attest to having read AFR 177-16 | | destroy 1 FY after FY during which individual transfers (PCS), is reassigned to duties not requiring statement or is separated from service. |
| 4 | statement of accountability | SF1219, or comparable forms and supporting records reflecting summarizations of all collections, disbursements, and transfers for each account month | at field AFOs and reported to HQ AFAFC | destroy 2 years after accounts are cleared by HQ AFAFC. |
| 5 | statement of designated depository account | original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers | | destroy after 6 years. |
| 6 | controlled reports | correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress | at HQ USAF and MAJCOMs | destroy after 2 years. |
| 7 | | | at major subordinate commands and below | destroy after 1 year, or on inactivation of the office, whichever is sooner. |
| 8 | reports of accounting and finance activities | workload and manhour data | at MAJCOMs and below except HQ AFAFC | destroy after 2 years. |
| 9 | | | at HQ AFAFC | destroy after 5 years. |
| 10 | R&D job order cost accounting system (JOCAS) | job order estimates and job order time sheets | at major subordinate commands and below | destroy after 6 months or when no longer needed, whichever is later. |
| 11 | | records reflecting cost structure of job order standard rates and manhour rates | | destroy 1 year after superseded, or when no longer needed, whichever is later. |
| 12 | | job order cost accounting system tables, register listings, detailed listings, and management reports | at field cost center managers and other activities | destroy after 1 year or when no longer needed, whichever is later. |

TABLE 177-1. CONTINUED

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 13 | | monthly job order register listings other than last month of FY | at field AFOs supporting R&D job order cost accounting | |
| 14 | | job order master history listing | | destroy 4 years after FY in which created or when no longer needed, whichever is later. |
| 15 | | JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY | | |

TABLE 177-2

DEFENSE CONTRACT FINANCING PROGRAM

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | guaranteed loan contract negotiation | applications for V loans and related records, correspondence between the Federal Reserve Bank and guarantor, loan or credit agreements and supplements thereto, guarantee agreements and supplements, and related data | held in operating area for 2 years after case is closed | send to HQ AFAFC/DAD where they are destroyed after 4 additional years. |
| 2 | | public vouchers (original) for purchases and services other than personal covering administrative expenses incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480 | | send to HQ AFAFC/DAD 1 year after completion of AF audit for retirement to Denver Federal Archives and Records Center (DFARC) after 1 additional year; DFARC will destroy these records 6 years and 3 months from date of account. |
| 3 | | card index control records that contain pertinent information concerning the financial status of the guaranteed loan borrowers | | destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner. |
| 4 | contract renegotiation | agreements and unilateral orders pertaining to the Renegotiation Act of 1948 (50 USC App 1193) and 1951 (50 USC 1211-1233), tax credit computations, correspondence, and related data | held in operating area for 2 years after case is closed | send to HQ AFAFC/DAD where they are destroyed after 4 additional years. |
| 5 | contractors' indebtedness | collection vouchers, ledger sheets showing status of indebtedness, and related data | | |
| 6 | banking facilities case files | correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders and US Treasury checks | | destroy 6 years after termination of activity or inactivation of the installation. |

TABLE 177-3

INTERNATIONAL ACCOUNTING RECORDS

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | financial transactions between the US and foreign countries or international organizations | copies of financial agreements and arrangements (originals at Dept of State), correspondence, and related data evidencing support rendered or received by the USAF (for grant aid records, see table 400-1) | at HQ USAF | retire as permanent. |
| 2 | | | at MAJCOMs and below | see disposition governing the accounting records to which they pertain. |
| 3 | accounts receivable and payable case files | international and intra-government accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements, and collection and payment actions | | destroy 4 years after final collection and/or payment was made, provided any corrective action required by audit has been accomplished (see table 175-2). |
| 4 | foreign military sales (FMS) (military assistance) | shipping records, machine listings material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Program, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the Foreign Military Sales Program (formerly the Reimbursable Aid (RMA) Program) | at MAJCOMs and ALCs (including oversea depots) and other oversea and monitoring activities | destroy 10 years after FY in which case was closed. |
| 5 | (RESERVED) | | | |
| 6 | | FMS suspense control cards, daily and monthly detail delivery cards | | destroy after 5 years. |
| 7 | FMS case files | US Department of Defense Offer and Acceptance, collection history with receipts, disbursement records, delivery history with FMS transactions, audit summary sheets, computer ledger listings, and miscellaneous correspondence pertaining to the case | at HQ AFAFC | destroy 10 years after FY in which case was closed. |
| 8 | detailed balance of payments transactions | reports of cash transactions affecting funds disbursed and/or collected | | destroy 10 years after FY in which created. |
| 9 | FMS billing | copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence; delivery, and case control listings | | |
| 10 | | operational copies of records in rule 9 | | destroy after 8 subsequent cycles have been received. |
| 11 | collection and disbursement vouchers | operational copies | | destroy after posting/balancing actions are complete or when no longer needed. |
| 12 | | copies of vouchers and supporting records maintained centrally for research and audit purposes | | retire to Denver FARC after 3 years where they are destroyed 10 years after FY in which created. |
| 13 | command reimbursements | command lists, accounts payable lists, noninterfund transactions lists, and other products supporting FMS reimbursements to commands | | |
| 14 | | operational copies | | destroy 3 years after discrepancies are resolved. |

TABLE 177-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 15 | reports of item discrepancies | forms and lists of discrepancies and related correspondence | | retire to Denver FARC 3 years after discrepancy is resolved, and destroy 10 years after discrepancy is resolved. |
| 16 | Army and Navy initial loading material | initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation | | destroy 10 years after FY in which created. |
| 17 | Army/Interfund | billing data which consists of Army Input Totals List, Rejected Army Interfund Transactions, Army Interfund Unmatches by Product Control Number (PCN), Register of Delete Out-of-Balance Actions taken, In-Balance Summary Cards List, Retail Stock Loss Allowance Transactions, Interfund Zero Balance Listings, Unidentified Input to Security Assistance Accounting Center (SAAC) Converter, FMS Interfund Summary Transactions, History File and other records pertaining to Army/Interfund | | destroy 3 years after FY in which created. |

TABLE 177-4

REVOLVING FUND RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | industrial funds | printing requisitions | | destroy after 1 year. |
| 2 | | ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry | | destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 175-2). |
| 3 | Air Force stock funds | subsidiary ledgers, journal vouchers, books of original entry (including commissary journals) | | destroy after 2 years, provided any corrective action required by audit has been accomplished. |
| 3.1 | | computer listings of base input comprised of prevalidation, edit errors, SRAN status, out-of-balance, and in-balance | at HQ AFAFC | destroy after 6 months. |
| 4 | general ledgers | books of final entry (manual and machine form ledgers) | | destroy after 6 years. |
| 5 | financial statements | year-end statements | | destroy after 5 years. |
| 6 | | copies of statements | | destroy after 1 year. |
| 6.1 | | monthly, quarterly, semiannual and annual financial statements such as statement of financial condition, change in capital of the fund, etc., and division trial balances | at HQ AFAFC | destroy after 5 years. |
| 7 | medical/dental stock funds (B3500/BV products) | computer products including but not limited to: A & F adjustment error list (B1D); daily materiel transaction list (B1F); daily update (B2E); BK1, BK2, and 1BT card transmittal list (B2Q); project funds management record list (daily) (C2A); cost center/due-out change list (C5P); due-in record audit list (F2H); claims payable/receivable status (F2N); cost center due-out reconciliation adjustment list (F3K); GLA transaction update (daily) (R7B); processing control report (R7C) | used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system | destroy after 3 months. |
| 8 | | local purchase and MILSTRIP payment listings (B3L/M); PFMR/CCR status (C1A) and reconciliation (EOM); Medical Materiel Accounting System output (C1Z); Medical Materiel Management Report, RCS: HAF-SGS(M)7136; Project Funds Management Record List (EOM) (C2A); negative billings report (C2D); monthly reimbursable investment transactions (C2K); stock fund reimbursable sales and sales returns (C2R) customer billing records (C2S); excess to DPSC (EOM) (C3B); claims receivable/payable records (EOM) (C3P); on-order- intransit and payable listing (EOM) (C3W); summarized general ledger entry (C3Y); general ledger summary listing (C6B); cost center list (EOM) (F1A); procurement fund summary record list (EOM) (F2A); local purchase open item list (EOM) (F2M); MILSTRIP research and follow-up list (F2I); GLA transaction update (EOM); E, GLA, MGL, S transactions (C1C); DLA excess status deletions (B3B); delinquent accounts delete card list (F2P); details records written off list (F2Q) | | destroy after 1 year. |
| 9 | Air Force Stock Fund Reporting System (B3500/YO) | Air Force stock fund materiel accountant errors/messages; stock fund managers' errors/messages | | destroy 30 days after report month. |
| 10 | | Air Force stock fu[illegible]ssing control | | destroy after 1 year. |

TABLE 177-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10,1 | | general ledger audit update | | destroy after 6 years. |
| 11 | | Air Force stock fund trial balance; proof of accounts | | destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2). |
| 12 | | consolidated payment history list | | destroy after 1 year. |
| 13 | RESERVED | | | |
| 14 | Automated Materiel Accounting System (U1050-II) | computer listings including but not limited to: EOD, IMR and GLA update (D07); daily PFMR/OCCR update and reconciliation (D11); EOD punch-out; FIA code listing (D32); SF MACR status report (D08); daily fuels update and AMAS punch-out (D27) | used primarily to review SBSS transactions and their effect on the accounting records | destroy after 3 months or upon receipt of new listing; where annotation is required, retain record until annotation has been transferred to new record. |
| 15 | | SF MACR status report (EOM-D08); daily fuels update and AMAS punch-outs (EOM-D27); local purchase and MILSTRIP payment list (D29); stock fund on-order, intransit payable list (M01); organization cost center lists (EOM plus all cost center report card lists) (M03); PFMR detail billing lists (M05); EOM punch-out (M12); SFIMR report (M18); fuels sales analysis report (M27); aviation fuels billings (including transfer out accounts payable and receivable list with supporting records-M28); stock fund unobligated and obligated due-out summary report (M29); SF billing products (M05/M33); PFMR reports (EOM) (M35); obligated due-out listings (M36); LP and MILSTRIP research and follow-up list (M37); major appropriated funded investment MACR status list (M07); equipment in use general ledger update list (M17); OP-26 fuels budget exhibit report (M39); equipment in use (Q03); investment inventory reconciliation (Q06) | used primarily to support AFSF general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting (BQ) System | destroy after 1 calendar year. |
| 16 | machine cards | including but not limited to: local purchase and MILSTRIP payment cards; AVFUEL obligation transaction cards; E and R cards; GLA cards; fuel sales analysis report cards; MILSTRIP follow-up cards; trial balance report cards; OP-26 report cards | | destroy 30 days after month produced or processed. |
| 17 | | seller interfund cards | | destroy 6 months after produced. |
| *18 | AVFUEL Management Accounting System (AMAS) | AVFUEL transaction/edit list, Parts I through VII (F3A); AVFUEL Transient Refueling Suspense Control (F2D); AVFUEL Transient Open Item list (F3F) | | destroy after 3 months. |
| *19 | | assigned aircraft validation control listing (F3E); wing/base aircraft summary (F3C); wing/base MDS summary (F3D); current month AZZ AVO, and AHR transmittal list (F3H); consolidated transaction history list (F2R) | | destroy 1 year after close of FY. |
| 20 | commissary accounting | monthly local purchase receipts at inventory value/standard and cost; interfund billing transaction list; delete transaction list; open item listing; monthly general ledger summary list; summary of receipts from DPSC sources | | destroy after 1 year. |

TABLE 177-5

DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | original accounts (money/disbursing) | collection and disbursing vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit, and comparable data | at HQ AFAFC for GAO | retire after 12 months to Denver FARC where they are destroyed 6 years and 3 months from date of account. **EXCEPTION: Hold original accounts pertaining to American Indians indefinitely.** |
| 2 | | substantiating records for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting documents such as report of leave transactions, military pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, and the original JUMPS data change transaction register; supporting documentation for the Air Reserve Pay and Allowance System (ARPAS) including the original input listings with certificates, signature cards, computer products, military pay orders, travel voucher and miscellaneous claims and adjustment records, and duplicate input listings with certifications, reports, statements, applications and related records | at HQ AFAFC for GAO | retire after 12 months to Denver FARC where they are destroyed after a total of 6 years and 3 months. |
| 3 | | contracts with change orders, supplemental agreements, parts lists, drawings, charts, diagrams, and related data, concerning purchases and sales of materials, supplies, equipment and services, construction, lease of land, and other property data (also see table 70-1) | at Denver FARC for GAO | destroy after 6 years and 3 months. |
| 4 | | records described in rules 1 and 2 | at bases for GAO | send to HQ AFAFC/DAD after 3 years (see table 175-3). |
| *4.1 | | records described in rule 1 | at bases for NATO Infrastructure Program | send copy of vouchers to HQ USAFE/DEXN (see table 86-4) and the original with the records in rule 1 above to HQ AFAFC/AJQED. |
| *5 | Wherry or Capehart Act Housing | record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records | at HQ USAF | destroy 6 years, 3 months after final payment is made according to FHA amortization schedule or mortgage is paid (see note). |

NOTE: Obtain clearance from HQ USAF/LEE and HQ USAF/JA before authorizing destruction. (See also table 90-1.)

**TABLE 177-6**

**REGISTERS, JOURNALS, LISTINGS, AND REPORTS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | general ledgers | ledgers, allocation files, and command files for bases | at MAJCOMs, major subordinate commands, and other operating agencies per AFR 177-130 | destroy 6 years after FY to which they pertain. |
| 2 | reconciliation listings | credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings | | destroy after 6 months. |

**TABLE 177-7**

**LOSS OF FUNDS CASE FILES**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | losses of appropriated funds | reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses | cases in which the AFO is granted relief and no other person is held liable | destroy 4 years after date of last action (see note 2). |
| 2 | | | cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (see note 1) | destroy 6 years after date of last action (see note 2). |
| 3 | | reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semiannual report on day-to-day operating losses/overages under $500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages | at HQ AFAFC | destroy after 5 years. |
| 4 | | | at other than HQ AFAFC | destroy after 1 year. |

NOTES:

1. Cases in which the 6-year statute of limitation applies are:

   a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Accounting and Finance Center, or by the Secretary of the Air Force.

   b. Noninvestigated loss cases in which shortages were paid.

   c. Cases certified to the GAO as uncollectible.

2. Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or, if nothing is reported to AFAFC by GAO, 1 year from the date case was certified to the GAO.

TABLE 177-8

CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | pay and allowances (military and civilian) | records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods | at HQ AFAFC | destroy 6 years after date of final action. |
| 2 | corrected military pay and allowances | records used to adjudicate and make final determinations of adjustments consistent with 10 USC 1552 | | |
| 3 | casualty records | correspondence and other data required to determine appropriate beneficiary and to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts | | |
| 4 | missing-in-action information | payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status charges | | apply rule 3 or 4.1, as appropriate. |
| 4.1 | prisoners-of-war (POW) | rule 4 records used in administering member's financial affairs while in a POW status | | destroy 56 years after member's return from POW status. |
| 4.2 | missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) accounts | quarterly cumulative records of USSDP deposits/withdrawals, individual settlement files and settlement listings used to determine status and history of members' USSDP accounts | | destroy 56 years after last account is closed. |
| 5 | remission/waiver of indebtedness | applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination | | destroy 6 years after date of final action. |
| 6 | fraud or forgery records | reports of investigations and correspondence created to establish amount indebtedness, and to effect collection | | |
| 7 | commercial accounts of contract and sundry claims made against the government or vice versa | denied claims | | |
| 8 | | other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters and/or to GAO for final processing | | destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9). |
| 9 | | case history record cards reflecting on claims other than those denied | | destroy after 3 years. |
| 10 | collection case files | records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty | | retire to Denver FARC with substantiating records (see table 177-5). |
| *11 | | rule 10 records for out-of-service member whose indebtedness was incurred while member was on active duty | | associate with Management Case Files (T177-32) or retired pay folder T177-34). |
| 12 | garnishment actions | case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases, and inquiries | in designated central control office | destroy 6 years after case is closed. |
| 13 | | | in offices other than designated central control office | destroy 1 year after case is closed. |

TABLE 177-9

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | reports case files | reports, or board of officers proceedings in lieu thereof, Government Property Loss and Damage survey certificates, and correspondence pertaining to personal, contractors, or carrier surveys of loss, damage, or destruction of government property; investigation and review of circumstances involved, determination of pecuniary or other responsibility for the absence or condition of articles, and action taken thereon | when pecuniary charges are assessed | destroy 3 years after collection, or 6 years after final action, whichever is sooner. |
| 2 | | | when pecuniary charges are not assessed | destroy after 3 years (EXCEPTION: at bases, destroy report of surveys used to adjust accounts which have been transferred 3 years after transfer or when the 3-year retention period has expired). |
| 3 | | retained copies of reports of surveys, board of officers proceedings, and correspondence | at preparing activities | destroy 3 years after final action. |
| 4 | | reports of survey and Government Property Loss and Damage certificate filed as property adjustment vouchers or as supporting records to such vouchers | | destroy when account to which it pertains is eligible for destruction. |
| 5 | | reports of survey involving AF property shipped on government bill of lading | at transportation offices | destroy per table 75-4. |
| 6 | reports registers | form registers and comparable forms that provide a complete record of each report of survey and certificate of droppage processed | | destroy 1 year after final action is completed on all entries of a terminated register. |
| 7 | (RESERVED) | | | |
| 8 | GAO notices | notices of exceptions that are issued by GAO against disbursing activities of accounting and finance officers charged with appropriated funds | | destroy 1 year after exception has been cleared by GAO. |

TABLE 177-10

USER CHARGES REPORT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | user charges reports and reports of services rendered | consolidated reports, feeder reports, correspondence, and related data | at HQ USAF and HQ AFAFC | destroy after 5 years. |
| 2 | | retained copies of reports covered in rule 1, related correspondence, and other pertinent data | at other than HQ USAF and HQ AFAFC | destroy when superseded by follow-on report, or 1 year after any discrepancies in reported data are reconciled by HQ AFAFC. |

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### TABLE 177-13

### FINANCIAL PROPERTY ACCOUNTING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | mechanized cards and tabulations | detail and summary cards | for any number of days or periods within a particular month; for monthly, or the accumulation of any number of months for consolidated purposes | destroy after necessary reconciliations have been made with pertinent documents. |
| 2 | | listings and tabulations | | destroy on receipt of new listing or when no longer needed, whichever is later. |
| 3 | RESERVED | | | |
| 4 | RESERVED | | | |
| 5 | basic transactions | financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents | at ALCs and bases | destroy 1 year after close of the FY or calendar year to which they pertain. |
| 6 | | FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports (manual or mechanized) | | |

### TABLE 177-14

### AIR LOGISTICS CENTERS (ALCs) ACCOUNTING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | basic transactions | cost ledger sheets, control registers, prorata registers, recapitulation work sheets and reconciliations | at ALCs | destroy 1 year after close of FY to which they pertain. |
| 2 | | records covered in rule 1 that are used to record more than 1 year's cost, such as motor vehicle cost records | | destroy 1 year after FY in which transaction is entered in the ledger. |
| 3 | mechanized EAM cards and tabulations | daily detail cards | | destroy after reconciliation with periodic summaries. |
| 4 | | periodic summary cards (except budget justification cost summary cards, see rule 7) | | destroy after 1 year. |
| 5 | | tabulations and correction sheets (except daily listings in rule 6) | | destroy 1 year after close of FY to which they pertain. |
| 6 | | daily listings, when consolidated in monthly listings | | destroy after 90 days. |
| 7 | historical cost data | summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs accumulated | | destroy after 10 years. |
| 8 | MAP maintenance and rehabilitation project records | detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales | | destroy after 6 years. |

TABLE 177-15

ACCOUNTS CONTROL RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | general ledgers | manual and machine form ledgers | at base level accounts control SMAs | destroy 4 years after FY to which they pertain. |
| *2 | subsidiary ledgers | various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds; deposit funds; cash accountability, and expenses | | destroy 3 years after FY to which they pertain. |
| *3 | | successor (M) account ledgers | | destroy 3 years after liquidation. |
| 4 | supporting records (to ledgers in rules 1, 2, and 3) | budget authorizations (BAs) advices of allotment, obligations authorities, subsidiary distribution of allotments and BAs to other SMAs; journal vouchers and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); reports of TDY and PCS on military or civilian travel under specific or open allotments, plus other specific data reports, status of allotment reports; records reflecting the allocation and status of allocation of funding activity, operating agency appropriation control accounting (except for unliquidated obligations transferred to M accounts which are covered in rule 5) | | destroy 3 years after FY for which related appropriations are available for obligation. (See table 177-21 for civilian pay, and table 177-22 for military pay.) |
| 5 | allocation and allotment records pertaining to continuing X or No-Year appropriations | contracts, purchase orders, receiving reports, and other applicable records pertaining to unliquidated allocation and allotment accounts of X and No-Year appropriations, and unliquidated obligations of lapsed appropriations that have been transferred to appropriate successor (M) appropriations | held until the obligations are liquidated (including new records created as a result of the transferred appropriations) | destroy 4 years after liquidation. |
| 6 | financial statements schedules, and reports | retained copies of records required by higher headquarters | | destroy after 4 years. (Also see table 177-1.) |

TABLE 177-16

AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | basic transactions | | | destroy per table 177-15. |
| 2 | daily detail machine cards | data used in daily operations | | destroy when necessary reconciliations are made with pertinent documents. |
| 3 | periodic summary machine cards | data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes | | destroy after 6 months. |
| 4 | monthly summary machine cards | | | destroy after reconciliations are made or when no longer needed, whichever is later. |
| 5 | tabulations used in daily operations | tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments | | destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later (EXCEPTION: destroy year-end fiscal quarter tabulations after 3 months or when all questions are resolved, whichever is later). |
| 6 | periodic summary tabulations | | | |
| 7 | monthly summary tabulations | | | |
| 8 | consolidated machine cards and tabulations | annual appropriations records produced from monthly summary or other records, usually for an entire FY | | destroy 4 years after FY for which related appropriations are available for obligation. |
| 9 | | successor (M) appropriation accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY | | destroy 4 years after liquidation of obligations (see reference to (M) accounts in table 177-15). |
| 10 | | continuing X or No-Year appropriations documents | | destroy 4 years after closing out of the individual allocation or allotment account. |
| 11 | base materiel/supply automated system (Univac 1050-II products) | computer listings including but not limited to: EOD IMR and GLAC update, daily PFMR/OCCR update and reconciliation, EOD punch-out, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, LP MILSTRIP BNR, RNB, details validation list, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products | at base level subject matter areas (SMAs) | see table 177-4, rule 14. |
| 12 | | SF MACR status report, local purchase and MILSTRIP payment list, SF on order intransit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists | | see table 177-4, rule 15. |
| 13 | | daily, periodic and monthly summary machine cards | | see table 177-4, rule 16. |

**TABLE 177-17**

**INTERNAL CONTROL RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Treasury checks and savings bonds control | transfer of checks report and related internal control records | at AFOs, deputy AFOs, or agents | destroy after 6 years. |
| 2 | | records on returned and undelivered checks and bonds | | destroy 1 year after disposition of the checks and bonds is recorded; destroy any remaining records after 1 year, or on inactivation of office whichever is applicable |
| 3 | (RESERVED) | | | |
| 4 | safe, vault security control | | at AFOs, deputy AFOs, or agents | see table 125-1. |
| 5 | applications to keep cash on hand | | | destroy on inactivation of office. |
| 6 | cash accountability control | analyses of daily cash accountability; receipt for transfer of cash and vouchers; transfer of currency; daily summary of cash collections; cashier's daily summary, and related data | | destroy after 1 year, provided any discrepancy is cleared. |
| 7 | | reports of overages and losses of public funds, and cash verification reports | | |
| 8 | appointment orders | administrative orders appointing individuals as cashiers and agents; orders, such as designation and appointment of deputy to accounting and finance officer; written designations of individuals within the office to execute certificates on vouchers and other records; signature cards pertaining to certifying officers, and related data | | destroy 6 years after cancellation or revocation of the order, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note). |
| 9 | card control files | cards containing disbursing symbol numbers, name and address of AFOs, and serial numbers of all checks for which AFO is accountable, name of installation, and serial number of check-signing equipment | at HQ AFAFC | destroy when no longer needed. |
| 10 | | cards containing name of individual bonded, effective and termination dates of bond, and name of surety company | | |
| 11 | check control | machine record control cards of all pay checks transferred to HQ AFAFC vault for safekeeping until mailed to recipient | | destroy after 1 year. |
| 12 | returned checks and bonds | original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds | | destroy after 3 years. |
| 13 | check photostats | photostats of checks originated in GAO and forwarded to HQ AFAFC for use in processing claims and in reconciling overdrafts and underdrafts | | destroy 1 year after claim is settled. |
| 14 | search cards for checking account discrepancies | forms (work sheets) used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance an AFO's checking account | | destroy after 2 years. |
| 15 | transmittal card file | forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last check number of each sequence in the voucher, the disbursing symbol, voucher number, and ledger code | | destroy when the AFO's accounts are destroyed. |
| 16 | control logs | logs used to provide reference and control for records of travel payments | at AFOs | destroy 60 days after close of calendar year. |
| 17 | | forms used to provide reference and control of microfilmed pay records, negotiable instruments, and similar data | | destroy with microfilmed records to which they pertain. |

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-18

COMMERCIAL SERVICES—FINANCIAL RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | fund distribution | memorandum advice, from the accounts control area, of fund distribution records | at AFOs | destroy after end of FY to which they pertain. |
| 2 | obligation authority | obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes | | destroy 4 years after commitment and obligation or 4 years after expiration date stated on record. |
| *3 | cancelled commitments | unobligated commitments (UOCs) retained per AFR 177-102, Chapter 9 | | destroy 1 year after cancellation. |
| *3.1 | cancelled obligations | undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors | | destroy 6 years and 3 months after cancellation. |
| 4 | accounts receivable | ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts | originals at AFOs | destroy 6 years and 3 months after period of account. |
| 5 | | collection vouchers and supporting records | copies at AFOs | destroy 3 years after close of FY in which final collection is effected, provided there are no discrepancies for which corrective actions are prescribed by HQ AFAFC (see note). |
| 6 | accrued expenditures paid files | expenditure vouchers and Air Force Contract Management Division (AFCMD) and Defense Contract Administration Service Regions (DCASR) disbursement reports held per AFR 177-120 | | destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ AFAFC (see note). |
| 6.1 | | | interfund transactions and by other registers | |
| 7 | | original substantiating records with copies of expenditure vouchers held per AFM 177-102 | | |
| 7.1 | (RESERVED) | | | |
| 8 | record transmittal | summary statement of activity forms and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records pertaining to appropriation reimbursements | | destroy 6 months after receipt is furnished SMA. |
| 9 | copies of reports pertinent to commercial service SMA | | | destroy 1 year after FY to which they pertain. |
| 10 | posting media | records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounts control area | | destroy after 90 days, or 90 days after discrepancy which may be involved is cleared. |
| 11 | control logs for recording disbursement and collection vouchers | | | destroy 6 years after close of FY in which created. |
| 12 | commitments or obligations | all active commitment and obligating records as reflected on the open item/record list and others, used to support commitments and obligations in accounting records | | when paid, dispose of per rule 6 or 7, as applicable; when not paid, dispose of per rule 2 or 3. |

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-19

PAYING AND COLLECTING

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | daily cash accountability | forms such as daily cash accountability and transaction summary; daily summary of receipts, reimbursements and net disbursements; daily voucher control; cash collection record; daily voucher transmittal forms, and related data, used by the paying and collecting subject matter area (SMA) to provide summary information to the accounts control area, or to reflect daily transactions with other SMAs | | destroy 1 year plus 1 month after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ AFAFC (see note). |
| 2 | monthly cash accountability | forms such as statements of accountability; recapitulation of block control level totals of checks issued; statement of designated depository account; report of foreign currencies, with supporting records, schedules, and related data | | destroy 2 years after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ AFAFC (see note). |
| 3 | subsidiary accountability | subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds | | destroy 1 year after FY in which created. |
| 4 | agent accountability | statements of agent officer's account forms; transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents | | destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO. |
| 5 | | agent officer's cash blotter and comparable forms | | destroy 4 years after close of the FY to which they pertain. |
| 6 | | reimbursement vouchers and other related records | held by or for cash purchasing agents | destroy 1 year after reimbursement. |
| 7 | cashiering | receipt for transfer cash and voucher forms, daily summary of cash collections, cashiers daily summary, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action | | destroy after 1 year. |
| 8 | deposits | certificate of deposit forms and similar forms used for designated limited depositories, schedule of cancelled checks (except those covered in rule 2), lists of checks and negotiable instruments, or microfilm copies of checks and instruments deposited | | destroy 1 year after FY in which deposits have been confirmed. |
| 9 | check control | forms, check issue register and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance | | destroy 6 years and 3 months after FY in which created. |
| 10 | US savings bonds (also see table 177-27) | applications for cash purchase of series E or H bonds, receipt for miscellaneous collections, transmittal of bond issuance schedules, bond control forms, and comparable forms and related information | | destroy 1 year after FY in which created. |
| 11 | foreign currency control | limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger | | |
| 12 | special reports | joint message form used for daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information | | destroy after 1 year. |
| 13 | posting media | records (other than source records) such as journal voucher, posting data transfer, and similar forms, used to provide input data to account control area | | destroy after 90 days, or 90 days after any discrepancy is cleared. |
| 14 | contingency expenditures | forms such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds, and supporting records | | destroy 4 years after close of FY, provided any exceptions are cleared. |

TABLE 177-19. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 14.1 | | intelligence contingency funds expenditure records | | destroy 2 years after close of FY, provided any exceptions are cleared. |
| 15 | currency conversion and control | purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information | at personnel, AFOs, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates | destroy 1 year after FY in which issued, or on settlement of irregularities or discrepancies, whichever is later. |
| 16 | | dollar instrument purchase control forms | at Air Post Offices and US-sponsored banking facilities | destroy after 6 months or on completion of review by appropriate authority, whichever is later. |
| 17 | public vouchers for medical services | public voucher forms for purchases and services other than personnel, and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics | | destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment. |
| 18 | commissary reporting (also see table 145-1) | monthly commissary operating statements and correspondence that constitute a part of the reporting system on commissaries and commissary store operations | | destroy after 2 years. |

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-20

TRAVEL RECORDS

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | transportation requests | memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants, and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier | | destroy 3 years after close of FY in which obligations are incurred. |
| 2 | government bills of lading (GB/Ls) | copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries, used to support accounting records, obligations, and charges on shipping record's | | destroy 1 year after close of FY in which obligations are incurred. |
| 3 | joint travel regulation (JTR) | superseded pages | | destroy after 2 years or when no longer needed, whichever is later. |
| 4 | Record of Travel Payments | DD Form 1588 for military members and forwarded to HQ AFAFC/AJQED per AFR 177-103 | | destroy 6 years after member's separation. |
| 4.1 | | DD Form 1588 for civilian employees, Reserves, and Guard members not separated from employment or service | | destroy filled forms 2 years after date of last entry. |
| 4.2 | | DD Form 1588 for civilian employees, Reserve, and Guard members separated from employment or service | | destroy 1 year after date of separation. |
| 5 | | microfilm copies of forms covered in rule 4 | | destroy 1 year after FY in which last image was exposed on reel. |
| 6 | allotments, commitments and obligations | unobligated commitments or obligations, and unliquidated obligations, such as basic agreements for storage of household goods and related services; temporary duty orders—military or civilian; reimbursement vouchers; comparable forms, and related data | | destroy 3 years after FY for which related appropriations are made available for obligation, provided there are no discrepancies for which corrective action has been prescribed by HQ AFAFC (see note). |
| 7 | accrued expenditures paid | disbursement and collection vouchers, with supporting commitment and obligation records | | |
| 8 | ledgers of accounts | subsidiary accounts receivable ledger for appropriation refunds | | destroy after 3 years. |
| 9 | | subsidiary ledger of deposit funds maintained on forms, such as general ledger or appropriations reimbursement record | | |
| 10 | control logs | disbursements and collection vouchers logs | | destroy 1 year after close of FY or calendar year in which created. |
| 11 | posting media | records (other than source records) such as journal vouchers, posting data transfer, similar forms, and specialized posting media for machine applications, used to provide input data to accounts control area | | destroy after 90 days or 90 days after any discrepancy is cleared. |

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

**TABLE 177-21**

**CIVILIAN PAY (see note 4)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual pay records (IPRs) | approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year | | send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (see notes 1, 2, 5). |
| 2 | individual leave | forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual accumulation and use of employee's leave | | destroy after 3 payroll years, whether audited or unaudited (EXCEPTION: retain individual records pertaining to claims received pending settlement (see notes 2, 3). |
| *3 | leave and attendance files | subsidiary records supporting the official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, and similar information, used as source for posting pay and leave documentation | | destroy after 3 payroll years, whether audited or unaudited (see notes 2, 5). See note 7 for variable and flexitime records. |
| 3.1 | applications for leave | leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms | at supervisors' operating area | destroy after 3 payroll years, whether audited or unaudited if time and attendance form has NOT been initialed by employee (see notes 2, 6). |
| 3.2 | | | | destroy at end of pay period if time and attendance form has been initialed by employee. |
| 4 | individual retirement | forms or comparable approved records used to record amounts deducted from employee's wages for retirement | | forward to Office of Personnel Management the records on separated employees and on those transferred outside the Air Force; forward documents on employees transferred within the AF to the new AF payroll office (see AFR 177-104). |
| 4.1 | | microfilmed copies of individual retirement documents used to recreate lost records, balance reports and answer inquiries | | forward to HQ AFAFC (TC) per AFR 177-104, where they are destroyed after 3 years. |
| 5 | individual retirement records control files | forms or comparable approved records used to control records maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions | | destroy after 3 years (see note 2). |
| 6 | wage and separation information files | forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims | | destroy after 2 years (see note 2). |
| 7 | federal employees health benefit | forms or comparable records used for registrations, changes of enrollment status, reports, transmittals, and related actions | | destroy 60 days after transfer or separation of employee, or when updated forms have been received from the Civilian Personnel Office. (EXCEPTION: for retiring or deceased employees, see AFR 177-104) (see note 2). |

TABLE 177-21. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 8 | income tax withholdings | Treasury Department forms or comparable forms used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions | | destroy after 4 years, except Wage and Tax Statements which will be destroyed after 30 June following the tax year (see note 2). |
| 9 | | | used to determine rate of withholdings | destroy 4 years after form is superseded or obsolete (see note 2). |
| 10 | allowances and differential eligibility files | forms or comparable records used to authorize payment of allowances and differentials | | destroy inactive documentation after 3 payroll years, whether audited or unaudited (see note 2). |
| 11 | withholding and deductions authorizations | forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments | | destroy when new authorization has been received and Master Pay Record (MPR) updated. On transfers, forward to gaining payroll office when applicable; on separations, destroy when no longer needed by payroll office. |
| 12 | payroll control register document files | payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions | | destroy when audited or unaudited records are 3 payroll years old (see note 2). |
| 13 | posting media | records (other than source records) such as journal vouchers, posting data transfers, and other related specialized posting media for machine operations, used to provide input data to accounts control area | | destroy after 90 days, or 90 days after any discrepancy is cleared (see note 2). |
| 14 | reports | forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation | | destroy after 4 years (see note 2). |
| 15 | claims, waivers or indebtedness | records relating to claims, waivers, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents | | retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old (see note 2). |
| 16 | GAO or AF Auditor General Representative exceptions | records relating to any exceptions taken by GAO or AF Auditor General Representative audit | | destroy when exceptions are cleared (see note 2). |
| 17 | control logs | records used for recording disbursement and collection vouchers | | destroy 1 year after close of fiscal year in which created (see note 2). |
| 18 | year-to-date listing | biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, re-issuing W-2 forms, researching computer output messages, etc. | | destroy after 90 days (EXCEPTION: last listing of each quarter will be retained for 3 years) (see note 2). |

TABLE 177-21. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 19 | listings (not covered by rules 1 through 18) | products including but not limited to: permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in rules 1 through 16 | | destroy when no longer needed. |
| 20 | | products including but not limited to: T&A register and temporary change list, management notice list, IBP weekly list, civilian MAFR and expense list, CSR information report/list, leave list, variable balance list, employee directory, IBP quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise, used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries | | destroy after updating of summaries is completed and audited for accuracy. |
| 21 | | products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed | | destroy when listings are replaced. |
| 22 | collection and disbursement | copies used to answer inquiries, process claims, make pay adjustments | | destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC. |
| 23 | optional record folders | forms authorizing deductions and entitlements listed in AFR 177-104, paragraph 24-9 and covered in other rules of this table, used by civilian pay areas on an optional basis | | upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this table. |
| 24 | Gross-to-net register | information used for research and inquiries on pay data | | destroy after individual pay records (IPRs) are received. |

NOTES:

1. In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims. (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area, and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.
2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule. Comply with the requirements of AFR 177-104, part eight.
3. HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records, when they are eligible.
4. These records may be retained in the current files area until eligible for retirement.
5. Retain records created after 31 December 1977 on fire protection or law enforcement personnel until notified by HQ USAF/DAQD(S).
6. Supervisors may retain leave applications in office area until they are eligible for destruction.

*7. Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

TABLE 177-22

MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | pay record jackets | military pay records and related records | at Denver FARC for GAO | destroy 10 years after date of separation. |
| 2 | (RESERVED) | | | |
| 3 | microfilmed pay records for regular and irregular closeouts | | at alternate site | destroy after 56 years. |
| 4 | (RESERVED) | | | |
| 5 | microfilmed pay records for separated members | | at alternate site | destroy after 6 years. |
| 6 | pay history | monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system | at Denver FARC for GAO | destroy 56 years after FY in which created. |
| 7 | | | operational microfilm copies at HQ AFAFC | destroy after 6 years or when no longer needed. |
| 7.1 | | final leave balance (prior to JUMPS) listings | | send to Denver FARC after 4 years where they are destroyed after a total of 56 years. |
| 8 | W-2 extract | microform W-2 data produced under the AMPS 360 system | | destroy after 4 years. |
| 9 | (RESERVED) | | | |
| 10 | (RESERVED) | | | |

TABLE 177-23

CADET PAY RECORDS AT AIR FORCE ACCOUNTING AND FINANCE CENTER (AFAFC)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cadet pay | military pay records, travel cards, and other records pertaining to pay while in cadet status | at HQ AFAFC | send to Denver FARC 2 years after cadet's graduation or separation from service where they will be destroyed after a total of 56 years. |

TABLE 177-24

AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | AFROTC pay | pay orders | | send to Denver FARC where they will be destroyed after 6 years. |
| 2 | | pay reports | | destroy 1 year after close of year to which they pertain. |
| 3 | | summary of earnings listings | | destroy 3 years after close of year to which they pertain. |
| 4 | | collection and disbursing vouchers | | destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note). |
| 5 | (RESERVED) | | | |
| 6 | AFROTC pay | military pay orders, dependency certificates and other substantiating records | at organizational levels | destroy 1 year after close of pay period. |
| 7 | | payroll vouchers and summary of earnings listings | | destroy after 3 years. |
| 8 | | income tax and FICA withholding records | | destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year. |
| 9 | AF Junior ROTC instructor pay | instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors, and records relating to each school | at HQ AFROTC | destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled. |

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-25

AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Reserve and Air National Guard (ANG) pay | pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence | at Denver FARC for all USAF Reserve members paid prior to 1 Jan 68 | destroy 56 years after year in which created. |
| 2 | | | at Denver FARC for ANG members paid by AFAFC prior to 1 Jan 68 | |
| 3 | | | at the appropriate State Adjutant General for ANG members paid by the ANG Comptroller prior to 1 Jan 68 | |
| 4 | | | at the Denver FARC for noncomputerized payments after 1 Jan 68 | |
| 5 | | originals of quarterly master file history, voucher and transaction data for computerized payments | | retire to Denver FARC where they will be destroyed after a total of 56 years. |
| 6 | | operational copies of above | at central reference areas | destroy after 10 years. |
| 7 | | | at functional areas | destroy after 1 year or when no longer needed, whichever is sooner. |
| 8 | supporting documents | earning statements for computer and manual payments made in 1968 | at Denver FARC | destroy after 10 years, 3 months. |
| 9 | | earning statements for manual payments made after 1 Jan 69 | | retire to Denver FARC after 2 years, where they will be destroyed after a total of 6 years, 3 months. |
| 10 | | | at HQ AFAFC | destroy after 6 years. |
| 11 | | originals of register of ARPAS input transaction listings with certificates for computerized payments; signature cards, numbered and unnumbered military pay orders, travel voucher claims, statements of tours of duty, adjustment authorizations, copies of correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out-of-service members, notices of levy, copies of "paid by others" partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality examinations, and other related records | | retire to Denver FARC where they will be destroyed after a total of 6 years, 3 months per table 177-5. |
| *12 | | copies of register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for member with dependents, hazardous duty orders, officer's certificate of statement of service, authorization of inactive duty training action requests, court-martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related records | at ARPAS payroll offices | send to HQ AFAFC per AFM 177-373. HQ AFAFC will retire to Denver FARC where they will be destroyed after 6 years, 3 months per table 177-5. |

TABLE 177-25. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13 | | copies of vouchers, military pay orders and computer products | | destroy after 6 months or when no longer needed, whichever is sooner. |
| 14 | financial data files (FDFs) | original employee's withholding allowance and withholding exemption certificates | filed in member's financial data folder at the ARPAS payroll office (see note) | hold original as long as in effect plus 4 additional years, then destroy; if retention period has not expired when member becomes deceased, separated, discharged, retired or is assigned to a non-pay status, forward to HQ AFAFC/DADA with ARPAS supporting records. |
| 15 | | original authorizations to start or stop BAQ credit | | send to HQ AFAFC/DADA with ARPAS supporting documents when recertification spaces are filled or when superseded. |
| 16 | | copies of notices of indebtedness, inquiries, source documents, claims and other related records | | hold per AFM 177-373. |
| 17 | travel payments | forms used to record travel payments | at Denver FARC for TDY payments made by AFAFC to Reserve members during the period 1 Jan 68 – 31 Mar 74 | destroy 10 years after last period to which they pertain. |
| 18 | | | at AFOs | send to CBPOs/ARPAS payroll offices at end of FY to which they pertain (see table 177-20). |
| 19 | edit reconciliation and control data | computerized listings which are action items (reject listings), master file reviews, dropped masters, rebuilt master file errors, accounts receivable collections, interface discrepancies and incomplete leave listings | at HQ AFAFC | destroy after 3 months or when corrective action has been taken, whichever is later. |
| 20 | other listings and tabulations | computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings which do not require corrective action | | destroy after quarterly master file history has been received. |
| 21 | federal income tax and Federal Insurance Contribution Act (FICA) | employer copies of TD W-2 forms and listings, adjustment records, FICA extracts and other related records | | destroy 4 years after taxes are paid (see Treasury Department Circular E). |
| 22 | management information | computerized listings used for reports, historical data and for evaluation and control purposes | | destroy after 3 years or when no longer needed, whichever is sooner. |
| 23 | voucher data | detailed payroll money lists, summaries and cover sheets | | include in original accounts and dispose of per table 177-5. |
| 24 | subsidiary documentation | listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA and FITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers and other accounting data | at HQ AFAFC in fiscal area | destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies. |
| 25 | collection and disbursement vouchers | copies of "paid by self" vouchers | at military pay subject matter area | |
| 26 | | copies of "paid by others" vouchers with supporting records which are used for accounting purposes | at HQ AFAFC in fiscal area | |
| 27 | indebtedness control forms | indebtedness data for in-service and out-of-service Reserve and ANG members | at HQ AFAFC | destroy 1 year after final collection or when case is closed. |

TABLE 177-25. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 28 | record control data | logs used to provide control for partial payment authorizations | | destroy after 1 year, provided copies of "paid by others" vouchers have been received. |
| 29 | reference materials | locators, master tables and other similar products used for reference and inquiry purposes | | destroy when superseded. |
| 30 | posting media | records (other than source data) used for machine application or control | | destroy when no longer needed. |

NOTE: When member transfers to a unit serviced by another office, member handcarries to the gaining unit of assignment.

TABLE 177-26

PAY ALLOTMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | start, stop or change files | class E, Q, N, and D allotment folders of military and civilian personnel containing correspondence affecting specific money accounts; allotment authorization request for change notice of credit due; dependency certificate—wife or child under 21; parent dependency affidavit; dependency certificate—mother and/or father; local forms including requests for pay information, change of address, modification or reduction of allotment payment authorization, and authorization for special pay | | destroy 6 years after year of separation from service. |
| 2 | dependency folders (DEP) at AFAFC | applications for basic allowance for quarters for members with dependents; applications for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, stepchildren, adopted children, illegitimate children and all cases where relationship or dependency is questionable | | destroy 6 years after separation from active duty unless subsequent action—in which case, destroy 6 years from last action. |
| 2.1 | dependency folders (DEP) at AFOs | originals of records in rule 2 | approved and sent to HQ AFAFC/AJSD 10 days after end of month | |
| 2.2 | | | disapproved and sent to HQ AFAFC after 90 days | |
| 2.3 | | duplicates of records in rule 2 | at AFOs | destroy 12 months after date of last action or when no longer needed, whichever is sooner. |
| 2.4 | | rebuttals or referrals | at AFOs and sent to HQ AFAFC upon receipt | destroy 6 years after separation from active duty unless subsequent action—in which case, destroy 6 years from last action. |
| 3 | correspondence folders | communications pertaining to returned checks/bonds; stop pay actions; Red Cross commercial insurance and credit union inquiries, field level inquiries on allotment status, change of address information, individual computer printouts on status of accounts; copies of authorizations for special pay; forms of pay adjustment authorization; AFAFC work sheets; and comparable data | at HQ AFAFC | destroy 6 months after date of last action or when no longer needed. |

**TABLE 177-27**

**US SAVINGS BOND RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | transmittals or receipts (inscribed or uninscribed bonds) | transmittal or receipt of series E bonds, used to receipt/transmit bonds received/forwarded by HQ AFAFC | | destroy on site after 2 years. |
| 2 | claims and inquiries | correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond | | destroy after claimant has received bond or bond has otherwise been accounted for. |
| 3 | series E bond sales | accountability records, used to control, verify and balance accountability and to answer inquiries | | destroy after 5 years. |
| 4 | bonds held in safekeeping at HQ AFAFC (inscribed) | lists of bonds held in or released from safekeeping; used to maintain accountability and include date and reason released | | |
| 5 | | quarterly history | | destroy after 56 years. |
| 6 | savings bond reports | reports of bond sales and purchases | | destroy after 1 year. |

**TABLE 177-28**

**AF MEMBER FHA CASE FILES**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual case folders | request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating airmen's name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government | received from AF personnel through FHA relative to loans for purchase of private homes | destroy 2 years after case is closed. |

TABLE 177-29

MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS (see note)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | transitory work files | transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, ADSN file); interfund seller address file, records location; master listings of edit error and out-balance listings, miscellaneous correspondence | at HQ AFAFC | destroy 30 days after month in which created or when superseded by files update. |
| 2 | 7112/7113 Accountant working files | transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings | | destroy 6 months after month created, or when no longer needed. |
| 3 | 7112/7113 ADSN, DCASR, CADC inputs | 7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and TC suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to AFO cycle and month-end processing; includes data peculiar to MAC transportation processing | | destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. |
| 4 | MAFR other service for air data | Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products | | |
| 5 | cross disbursing activity (USAFAC) | request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence | | |
| 6 | interfund billing transactions | EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related records | | destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner. |
| 7 | EDP master control listing | command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data | | |

NOTE: Only copies of records are covered by this table; the disposition of original records is shown in table 177-5.

TABLE 177-30

### JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT AFAFC

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | substantiating data | | sent to HQ AFAFC by accounting and finance offices and CBPOs | retire after 18 months to Denver FARC (see table 177-5). |
| 2 | personal financial record (PFR) | financial information on individual members; formerly maintained at base level | | destroy 6 years after members' separation (see note). |
| 3 | daily transactions | detailed records of all transactions received and actions taken by HQ AFAFC, used for inquiry/audit purposes | | destroy after 6 years. |
| 4 | management notices | data identifying transactions which require manual processing | | |
| 5 | leave and earning statements (LES) | monthly statement of member's leave and earnings | | destroy after 3 years. |
| 6 | master military pay account (MMPA) | 6-month history of member's leave/pay transactions and leave and earnings data | | retire to Denver FARC where they will be destroyed 56 years after year of creation. |
| 7 | allotment data | original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments | | retire to Denver FARC where they will be destroyed after a total of 6 years and 3 months from date of account in accordance with table 177-5. |
| 8 | | operational copies of records in rule 7 | | destroy after 3 years. |
| 9 | | transaction histories, blanket and VA voucher listings, debit and credit registers | | |
| 10 | | reference listings and cumulative 6-month allotment histories | | destroy after 6 years. |
| 11 | reference materials | JUMPS company code directories, JTR indexes, JUMPS locators, and similar products | | destroy after 3 years. |
| 12 | JUMPS central payments | listings by ADSN of products concerning amounts credited to financial organizations for personnel paid centrally | | |
| 13 | | transmittal register and stat report used for reference and balancing purposes | | destroy after 1 year. |
| 14 | | detailed MM and EOM payroll listings used for inquiries and to advise financial organizations of deposits made to members' accounts | | include in original accounts and dispose of per table 177-5. |
| 15 | central or local pay authorizations | changes to AF members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations | | destroy after 3 years. |
| 16 | summary account data | transactions processed through summary account subsystem and are microform products used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis | at HQ AFAFC | destroy after 5 years. |
| 17 | | summarized information to control the MMPAs used for report purposes | reports to the fund manager on the financial position of the military pay appropriations | |
| 18 | | | reports to the fund manager showing expenditures by entitlements and deductions for the month | destroy after 3 years. |
| 19 | voucher balancing/reconciliation | summaries of JUMPS payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR) | | destroy after 2 years. |

TABLE 177-30. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 19.1 | voucher balancing/reconciliation | subsidiary records used to reconcile voucher balancing for disbursements and collections: journal vouchers; worksheets; adjustment authorizations and other related data, used to reconcile pay/collection postings with MMPAs or with MAFR | | destroy 1 year plus 1 month after reconciliation of discrepancies. |
| 20 | edit, reconciliation, or control data | products used in correcting rejects, reconciling data, and controlling/balancing central payments and allotments relative to check number/address validation, changes of address, FITW and W-2 changes, nonmatches of company codes or addresses, out-of- balance totals, pay suppressions, zero pay authorizations, checkwriting totals, check transmittal lists, error lists, control totals, control cards, and similar products | | destroy after 6 months or when reconciliation, correction, or balancing purpose has been served, whichever is sooner. |
| 21 | | products concerning transmission of data via mag tapes, listings, AUTODIN transit routings | | destroy after 3 months. |
| 22 | (RESERVED) | | | |
| 23 | conversion master military pay account | data on MMPA at time of member's conversion to JUMPS, used in adjusting or correcting the MMPA | | retire to Denver FARC where they will be destroyed after a total of 6 years. |
| 24 | FICA wages and/ or FITW deductions | amounts of FICA wages/deductions and FITW deductions for military members | copies of quarterly reports sent to Social Security Administration or Internal Revenue Service | destroy 4 years after FY to which they pertain. |
| 24.1 | | | copies used to determine benefits for annuitants of retired members, and to answer inquiries | destroy 56 years after period to which they pertain. |
| 25 | TD Form W-2 | data printed on member's TD Form W-2, used for inquiry purposes and to recreate TD Forms W-2 | | destroy after 4 years. |
| 26 | closed separation/ reenlistment data | MMPA printouts, copies of pay adjustment authorizations, punch card transcripts, correspondence and related records created at time of member's separation/reenlistment and reflect payments made | | destroy after 6 years, 3 months. |

NOTE: This is a discontinued series. Retired segments at the Denver FARC are eligible for destruction through 1986.

TABLE 177-31

FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS AT AFAFC

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cash accounting | reports and supporting records showing cash accountability status of financial activities through disbursement and collection transactions, except: | at HQ AFAFC | destroy 2 years after FY in which created. |
| 2 | | June finals of above reports and statement of transactions and accountability (foreign transactions) reports | | destroy 4 years after FY in which created. |
| 3 | | consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report | | destroy 5 years after FY in which created. |
| 4 | appropriation accounting data | reports and supporting records portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections, except: | | destroy 4 years after FY in which created. |
| 5 | | reports of appropriation reimbursements June finals, reports of status of project by obligation allotment code, June finals, report of budget execution finals, and annual report under Section 1311–Supplemental Appropriation Act of 1955 (PL 663) | | destroy 5 years after FY in which created. |
| 6 | expense accounting data | reports and supporting records showing the expense incurred in selected activities, except: | | destroy 4 years after FY in which created. |
| 7 | | fourth quarter reports of recapitulation of commissary store reimbursable operating costs and report of reimbursable property disposal expenses and report of proceeds from sales of lumber or timber products | | destroy 5 years after FY in which created. |
| 8 | financial statements (general ledgers) | reports and supporting records showing the financial position of the USAF and selected activities, except: | | destroy 3 years after FY in which created. |
| 9 | | financial statements required by TD Circular 966, AF industrial fund statements and schedule for annual budget estimate for industrial fund, AF stock fund statements and schedule for annual budget estimate for stock fund, and USAF consolidated trial balance (4th quarter/June final) | | destroy 5 years after FY in which created. |
| 10 | miscellaneous type accounting data | a variety of reports and supporting records not classified in above rules | | destroy 3 years after FY in which created. |
| 11 | | annual summary of retirement fund transactions | | destroy 5 years after FY in which created. |

TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | substantiating information | original of record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters | at military pay subject matter areas | send to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1). |
| *2 | | report of travel/leave time | | disposition pending approval. |
| *3 | | copies of records sent to HQ AFAFC/AJQED; e.g., MPOs, pay adjustment authorizations, etc. | | disposition pending approval. |
| *4 | | receipted or retained copy of DD Form 139, Pay Adjustment Authorization | | destroy receipted copy 6 months after receipt; destroy retained copy 6 months after original records are sent to HQ AFAFC/AJQED, provided no inquiry is made concerning nonreceipt of originals. |
| *5 | | JUMPS pay record accessibility (PRA) roster | | disposition pending approval. |
| *6 | | leave request/authorization | | send Part I (and III, if received for processing) to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1). |
| *7 | | | at unit of attachment or assignment | disposition pending approval. |
| *8 | | | for internal management purposes | disposition pending approval. |
| *9 | | original JUMPS data change transaction register (JTR) | at CBPOs, personnel system management (PSM) area | send to HQ AFAFC/AJQED by the 6th workday of month following end of month processed (see note 1). |
| *10 | | copies of JUMPS data change transaction | | disposition pending approval. |
| *11 | | original of JUMPS miscellaneous transaction register | | destroy after 90 days. |
| *12 | | acknowledged copies of military pay orders (MPOs) | at preparing activities | destroy after 6 months. |
| *13 | data collection listings | all transactions processed, recycled, or rejected during an update | at unit input source | destroy after 2 months (see note 3). |
| *14 | | | at military pay subject matter areas | destroy 6 months after end of month in which created. |
| *15 | | all transactions (transactions number only) that processed in an update; inputs by another AFO, AFAFC, AFMPC, or CBPO for a member serviced by that AFO | | destroy after 6 months. |
| *16 | | all transactions within a cycle that went to the recycle file at AFAFC | | disposition pending approval. |
| *17 | | all management notices provided by AFAFC | | disposition pending approval. |

TABLE 177-32. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *18 | rejected transaction listings | all rejected transactions | | destroy 1 year after end of month in which created, provided there are no uncleared rejects. |
| *19 | | pay-affecting transactions submitted by the CBPO which are rejected at AFAFC | at CBPOs, PSM | |
| *20 | | all transactions rejected to the operating directorate at AFAFC | at military pay subject matter areas | disposition pending approval. |
| *21 | leave and earning statements | duplicate copy of monthly statements of member's leave and earnings | | if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain. |
| *22 | LES extracts (NBT 200) products | certified copies of listings created by the various options of NBT 200 | | destroy 1 year after end of month created or when replaced by a newly certified listing. |
| *23 | | 6-month history printout | filed in member's PCS package upon permanent change of station (PCS) | destroy when purpose has been served, but not later than 6 months after date of last entry. |
| *24 | | original of leave and earnings data created upon member's separation/reenlistment | filed in member's management case file | destroy per rule 22. |
| *25 | daily transactions | detailed record of all transactions received and actions taken by AFAFC | at military pay subject matter areas | destroy after 6 months. |
| *26 | collection and disbursement vouchers | copies | | destroy 1 year and 1 month after close of FY in which created, provided there are not outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2). |
| *27 | control logs | logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for AF members and members of other Services | | destroy 1 year and 1 month after close of FY in which created. |
| *28 | | incoming and outgoing AUTODIN transmissions | | destroy after 6 months. |
| *29 | | data collection log print listings of all messages, commands, and systems activity | | disposition pending approval. |
| *30 | | logs used to control leave authorization numbers sign in/out (AF Form 1486); certification of leave number blocks (AF Form 1134) | at units of attachment or assignment | destroy 1 year after accountable fiscal year. |
| *31 | | MPO document control log (AF Form 1373) | | disposition pending approval. |
| *32 | transmittal letters | forms and form letters used to transmit military pay records | at military pay subject matter areas | destroy 60 days after close of pay period to which they pertain. |
| *33 | nonavailability of government quarters and mess | retained organizational copies of forms and related records | at issuing/approving authorities | destroy 1 year from date of issue. |

TABLE 177-32. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *34 | posting media | records (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications, used to provide input data to the accounts control area | | destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared. |
| *35 | JUMPS transaction cards | EAM cards for JUMPS input transactions | at all preparing activities | destroy after 15 days. |
| *36 | PCS package transfer actions | original forms filed in member's PCS package | | destroy after gaining AFO verifies inclusion of appropriate records and posting of payments. |
| *37 | | copies | at losing AFOs | destroy after 6 months or when no longer needed, whichever is sooner. |
| *38 | AFO payment authorization (JUMPS) | original forms authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA, used to support payment | | send to HQ AFAFC/AJQED by 15th of month following end of month processed (see note 1). |
| *39 | | second copies of above forms forwarded to paying and collecting as subvoucher to military pay voucher | | destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2). |
| *40 | | third copies of above forms keypunched for input to daily update | | see rule 34. |
| *41 | pay authorization balance sheet | computer listings | at military pay subject matter areas | destroy after 6 months. |
| *42 | pay service file leave and earning statement mismatch listing | | | destroy after 3 months. |
| *43 | pay service file utility print options | | | destroy when no longer needed, but no later than 2 months after date of creation. |
| *44 | international balance of payments | summary payroll list | | destroy after 6 months. |
| *45 | | quarterly list | | |
| *46 | | summary cards held for production of quarterly report | | destroy 2 months after creation of quarterly report. |
| *47 | money lists (copies other than AFO retained file of disbursement and collection vouchers) | data concerning regular payrolls | | destroy after 3 months. |
| *48 | one-time military payroll money list | data concerning one-time pay authorizations from HQ AFAFC | | |
| *49 | sequence check listing | breaks in check numbers of checks processed | | |
| *50 | TD Form W-2 | listing of mismatches between pay service file and TD Form W-2 tape | | |
| *51 | | listing of data printed on member's TD Form W-2 used to recreate W-2s, if necessary | | destroy after 2 years. |

TABLE 177-32. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *52 | edit error list | error conditions created when 9B product control cards fail B-3500 edits | | destroy upon correction of error. |
| *53 | check issue listing | every computer-produced military payroll check issued by the AFO | at paying and collecting subject matter areas | see table 177-19. |
| *54 | | | at subject matter areas other than paying and collecting | destroy after 3 months. |
| *55 | pay service file print | current pay and leave information and summary of last 32 transactions | filed in member's PCS package upon PCS | destroy when purpose has been served, but not later than 6 months after creation. |
| *56 | error cards | cards used to correct errors or reject transactions | at military pay subject matter areas | destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted. |
| *57 | JUMPS-grams | computer printouts transmitted via AUTODIN containing special instructions from HQ AFAFC to AFOs re military pay processing | | destroy when obsolete or rescinded. |
| *58 | leave orders (emergency and special) | copies of leave orders authorizing emergency or special leave for overseas personnel to CONUS | at units of attachment or assignment | destroy after approval of leave request/authorization form. |
| *59 | servicemen's group life insurance elections or declinations | copies of forms | at CBPOs | destroy when superseded by newly executed election. |
| *60 | reconciliation lists | summaries of JUMPS payment/collection transactions, used to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR) | | destroy 1 year after year/month comes in balance. |
| *61 | reference materials | JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations, and other similar products | | destroy after 6 months. |
| *62 | pay adjustment authorization | copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ AFAFC | at initiating military pay subject matter areas | destroy suspense copy upon return of receipted copy; destroy receipted copy after 6 months. |
| *63 | | | at receiving military pay subject matter areas | include original in substantiating records (see rule 1); destroy retained copy with DROTs (see rules 13 and 14). |
| *64 | temporary lodging allowance (TLA) entitlements | request for TLA and supporting records such as TLA worksheets. TLA expense, initial TLA authorization and continuation request/approval | original forms used to compute and support payment | send to HQ AFAFC/AJQED per AFM 177-373, Vol I. |
| *65 | | | copies at military pay subject matter areas used to provide data for payment | see rule 26. |
| *66 | | | case file copies at TLA initiating office used for authorization and payment | destroy 1 year after termination of TLA (EXCEPTION: when discrepancies are involved, destroy 6 months after discrepancies are cleared). |

TABLE 177-32. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *67 | management case files | indebtedness records, including bankruptcy | at military pay subject areas | include in PCS package upon PCS; if separating or retiring, include in separation/retirement paperwork (see rule 70). |
| *68 | | basic allowance for quarters (BAQ) recertification | | destroy 2 years after member departs PCS or when superseded by new recertification. |
| *69 | | authorization/designation for emergency pay and allowances | | destroy upon PCS or when superseded by new authorization. |
| *70 | | separation/retirement paperwork | | destroy 6 months after member separates. |
| *71 | | Article 15/court martial order (CMO) | | destroy after 6 months. |
| *72 | | state income tax withholding (SITW) recertification | | destroy after 1 year. |
| *73 | permanent change of station (PCS) package | pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records, and similar records | | destroy when purpose has been served, but not later than 6 months after date of creation. |
| *74 | quality assurance batch print | all transactions input into a data collection batch (to verify keyed data) | | disposition pending approval. |
| *75 | data collection input transmittal listing | all transactions transmitted to AFAFC via data collection in a cycle(s) | | dispositing pending approval. |
| *76 | password control rosters (AF Form 199) | password and operator IDs for personnel authorized access to the minicomputer | maintained by the AFO | disposition pending approval. |
| *77 | input transaction listings | AFO transactions assigned a document number | at military pay subject matter area | destroy after 3 months. |

**NOTES:**

1. HQ AFAFC/DAD retires to Denver FARC with original accounts per table 177-5.
2. AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.
3. Authorizations for members who turn in a meal card upon becoming eligible for basic allowance for subsistence (BAS) are verified to the daily register of transactions (DROT), then filed with the meal card control register, and destroyed per table 146-1, rules 14 and/or 15.

TABLE 177-34

RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT AFAFC

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | retired pay folders | source records used to establish and continue the pay of retiree and to establish entitlement of unpaid pay and allowances and death gratuity to the survivors, to include retirement orders, data for payment of retired armed forces personnel, survivor benefits elections, emergency information, statement of employment, withholding certificates, Veterans Administration and Office of Personnel Management waivers, correction of information, etc., and records such as medical reports, court-appointed fiduciary and other related papers pertaining to mentally incompetent individuals | terminated due to death or removal from temporary disability retired list | retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which terminated. |
| 2 | annuity pay folders (RSFPP, SBP, limited income) | source records used to establish and continue the pay of an annuitant, such as application for annuity, dependency indemnity compensation, and social security information, certificate of continued eligibility, minimum income claims, request for federal income tax withholding, custodianship certificate, and other documenting evidence | terminated due to death or termination of annuitant (see note 1) | |
| 3 | | disallowed limited income claims, correspondence and other pertinent data | | destroy 1 year after claim has been disallowed. |
| 4 | retirement orders with revocations | copies sent to HQ AFAFC for information | | destroy 90 days after date of order. |
| 5 | trustee folders (mentally incompetent retirees) | source records used to establish and continue payments to trustee in behalf of mentally incompetent member, such as application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, etc. | terminated due to death of member, appointment of legal representative or when member is declared competent | destroy 6 years after calendar year in which terminated. |
| 6 | trustee folders (mentally incompetent active duty members) | source records (medical reports, court orders, application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, comfort items reports, military pay orders, and other related records) used to establish and continue payments to court-appointed fiduciary or to a trustee in behalf of active duty member | terminated due to death, discharge, separation or when member is declared competent (see note 2) | destroy 6 years after calendar year in which terminated. |
| 7 | personal financial records (PFR) for mentally incompetent active duty members | financial information on individual members forwarded to AFAFC/RPT by accounting and finance officer | terminated due to death, discharge, separation or retirement | destroy after 6 years (see note 3). |
| 8 | | | for members who continue on active duty | |
| 9 | substantiating information | allotment authorizations (starts, stops, changes) indebtedness, tax levies payroll deduction agreements, and other related records, used to increase or decrease the net pay of the retiree or annuitant | | send to HQ AFAFC/DADA after 3 months where they will be retired to Denver FARC per table 177-5. |
| 10 | update processing data (not pay-affecting) | change of check, correspondence, and allotment addresses, authorizations for deposit of federal recurring payments, monthly certificates of existence copies of request for stop payments, removal of stop payment action, and unavailable check cancellations, requests for disposition of checks and bonds and returned check documentation, and other miscellaneous history items and company code changes, used to update the master file history | | destroy 3 months after processing date. |
| 11 | retiree/annuitant pay master file history | account identification, entitlement data, pay and allotment data, accounts receivable and transaction history | originals (month-end) at HQ AFAFC | retire to Denver FARC where they will be destroyed after a total of 40 years. |

TABLE 177-34. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | | | operational copies in central reference area at HQ AFAFC | destroy daily copies after receipt of month-end; destroy month-end copies after 10 years. |
| 13 | | | operational copies of daily and month-end, in functional areas at HQ AFAFC | destroy after receipt of next month-end copies. |
| 14 | voucher data | retiree, annuitant, and allotment voucher listings and summaries, blanket company and financial organization listings and summaries, bond schedules, VA Class N summaries and accounts receivable listings and other related data | originals at HQ AFAFC | retire to Denver FARC where they will be destroyed after a total of 6 years and 3 months per table 177-5. |
| 15 | | | copies in the fiscal area at HQ AFAFC | destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies. |
| 16 | | | copies used for reference and inquiry purposes at HQ AFAFC | destroy after 2 years or when no longer needed, whichever is sooner. |
| 17 | voucher balancing, reconciliation and control data | subsidiary data used to reconcile voucher balancing for disbursement and collections, such as accounting controls, processing parameters, pay authorizations, deposit, check and bond totals and check control summaries, blanket company and VA Class N debit/credit registers, journal vouchers, work sheets for schedule of transactions, transcripts, ledgers, and other accounting media | in the fiscal area at HQ AFAFC | destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies. |
| 18 | edit, reconciliation and exception listings | uncleared transactions, lot proof listings, management notices, pay status analysis, payment and processing exceptions, VA allotment and master file reconciliation listings and other similar products, used for research, correction, review and reconciliation of rejects, conditions or events | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 19 | management information | data which reflects the activity of the retiree and annuitant pay system, internal examination records, and other related records, used for statistical and management purposes | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 20 | reports (controlled or uncontrolled) | tabulations, summaries or feeder reports used for budget, statistical or information purposes | | destroy after 1 year or when no longer needed. |
| 21 | tax data | federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, alien control lists, retiree and annuitant W2P control lists | | destroy 4 calendar years after taxes are paid. |
| 22 | reference materials | company code directories, locators and other similar products | | destroy when superseded. |
| 23 | transmittal letters | forms or correspondence used to transmit records or to request records or information | | destroy when records or information are received. |
| 24 | posting media | records (other than source data) used for machine application or control such as post data transcript forms, work sheets | | destroy after 90 days or when no longer needed. |
| 25 | control logs | manual and computer payments used to record disbursement and collection vouchers | | destroy 1 year after close of FY in which created. |
| 26 | record control | logs of numbered and unnumbered source records such as MPO logs, transmittal logs | | destroy 90 days after close of FY in which created. |

NOTES:

1. Limited income cases are subject to be reopened.
2. If member is placed on the permanent or temporary disability retired list, records will be retired per rules 1 and 4, as applicable.
3. This series is discontinued; retired segments at Denver FARC are eligible for destruction through 1986.

TABLE 177-35

QUALITY ASSURANCE PROGRAM (QAP)

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | planning | records on developing, formulating and issuing policies, guidelines, and overall direction of the QAP for all accounting and finance operations | at issuing activities of MAJCOMs and HQ AFAFC | destroy 3 years after superseded, obsolete or inactivation of activity. |
| 1.1 | | | at AFOs | destroy 1 year after superseded, obsolete or inactivation of office. |
| 2 | administrative management | technical assistance and advice on quality matters, motivational material, and routine communications about appointing a QAP monitor establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement | at issuing or requesting activities | destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner. |
| 3 | examinations, inspections and surveys | reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and followup actions), and other related records | at offices performing the examinations, inspections and surveys | destroy after 3 years. |
| 4 | | | at examined, inspected or surveyed activities | destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later. |
| 5 | | | at MAJCOMs, intermediate, monitoring or evaluating offices | destroy 1 year after all actions are completed. |
| 6 | | | information copies of other unit or activity inspections or examination reports furnished for self-inspection, and replies when required | destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner. |
| 7 | workpapers | records required to develop standards | at HQ AFAFC | destroy after 4 years. |
| 8 | | tabulations, computer printouts, copies of records, etc. | at offices performing the examination inspection and surveys | destroy after 1 year. |
| 9* | quality aids | quality assurance bulletins, checklists, self-inspection guides or similar records, and related information not published as, or a supplement to a standard publication per AFR 5-1 (see table 5-1) | | destroy when superseded, obsolete, or no longer needed. |

**178. Cost and Management Analysis.** These tables cover records pertaining to the methods of analyzing management in terms of principal missions or organizational objectives, developing standards to evaluate performance, providing planning factors, isolating problem areas to facilitate command decisions, and insuring economical use of AF resources.

**TABLE 178-1**

**STUDIES AND REPORTS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | studies, analyses, and summaries | formal management analyses, studies and summaries that measure and evaluate Air Force performance in carrying out its substantive mission responsibilities but excluding management analyses, studies and summaries covered elsewhere in AFR 12-50, such as office management studies covered by table 10-1 and feasibility studies for information management technology and equipment covered by tables 12-1 and 300-1 | accumulated at management analysis offices and functional staff offices having primary responsibility for managing the program or system | retire as permanent. Offer to National Archives when 25 years old. |
| 2 | | routine periodic analyses and studies | | destroy when obsolete or no longer needed. |
| 3 | | feeder reports and other background or source data required for validation of costs, to complete estimates, reflect changes and/or trends | | destroy when no longer needed. |
| 4 | program evaluation review technique (PERT) | diagrams and analyses created to graphically and analytically monitor the progress of command programs and projects | at management analysis activities | destroy after 8 years. |
| 5 | | | at staff activities | destroy when superseded, obsolete, or no longer needed. |
| 6 | information requirements management | basic policies and procedures pertaining to AF information requirements management program | at HQ USAF and MAJCOMs and made a part of the record set of the applicable publication to which they pertain | see table 5-1. |
| 7 | reports control case files | directives prescribing reports, correspondence, and other action records on each report accumulated by information requirements management control offices | superseded or obsolete documentation pertaining to current reports | destroy superseded or obsolete records upon receipt of new material. |
| 8 | | | all records pertaining to discontinued reports | destroy 2 years after discontinuance. |
| 9 | daily reports notices (DRN) advisory messages | DRN advisory messages, information copies of applications for approval of reports forwarded to HQ USAF for DRN confirmation of inter-command reports | at information requirements control offices | destroy after 1 year. |

**TABLE 178-2**

**COST CENTER PERFORMANCE MEASUREMENT SYSTEM**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | cost center performance summary (CCPS) | master file monthly (except June) CCPSs | at MAJCOMs and below | destroy at end of fiscal year. |
| 2 | | master file of June CCPS | | destroy after 3 fiscal years. |
| 3 | | cards, magnetic tapes, edit listing produced in the process of creating CCPS | | destroy after 60 days. |
| 4 | | cost data audit listing | | destroy at end of fiscal year. |
| 5 | | transcript forms | | destroy when no longer needed. |

**182. Postal Operations and Official Mail Management.** These tables cover disposition of records pertaining to policies, procedures and instructions governing worldwide postal operations, postal finance services, and official mail management and accountability; include operational instructions for air post offices (APOs), aerial mail terminals, base information transfer centers, mobile distribution systems, mail directories, and transportation systems.

TABLE 182-1

ADMINISTRATION OF POSTAL ACCOUNTS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| *1 | money orders | PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records | at postal activities | destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action). |
| *2 | | records of money order forms and fund transactions—<br>DD Form (DD) 885, Money Order Control Record;<br>PS 6990, Invoice Money Order Form;<br>PS Form 17, Stamp Requisition used to requisition money orders | | destroy after 2 years. |
| *3 | stamp stock | PS 17, Stamp Requisition | custodian of postal effects' (COPE) copies at postal activities | destroy after 6 months. |
| *4 | | | window clerk's copies at postal activities | destroy upon completion of next audit. |
| *5 | | PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received;<br>PS 3958, Main Stock Transaction Record | at postal activities | destroy 1 year after completion of form. |
| *6 | | PS 3220, Claim for Stamped Envelope Discount | | destroy when credit is received from source of supply. |
| *7 | unit stamp and money order purchases | DD 1118, Unit Mail Clerk's Receipt for Funds and Purchase Record | at unit mail room | destroy 90 days after transaction completed. |
| *8 | official postage meter licenses | PS 3601-A, License to Use Postage Meters | at offices using official postage meters | return to HQ USAF/DAQA(S) when postage meter operation is relocated or terminated. |
| *9 | | | at HQ USAF/DAQA(S) | forward terminated license to US Postal Service (USPS). |
| *10 | postage meter operations (not covered in rule 14) | PS 3602-PO, Report of Meter Setting, and supporting records | at postal activities and offices using official postage meters | destroy 2 years after form completed. |
| *11 | | PS 3602-A, Daily Record of Meter Register Readings;<br>PS 3603, Receipt for Postage Meter Settings;<br>PS 3610, Record of Postage Meter Settings;<br>PS 3533, Application and voucher for Refund of Postage and Fees | | destroy 2 years after date of final entry. |
| *12 | permit imprint mailing statements | PS 3602, Statement of Mailing With Permit Imprints;<br>PS 3602-PC, Statement of Mailing Bulk Rates;<br>PS 3605, Statement of Mailing Bulk Zone Rate | at official mail activities | destroy 1 year after date of mailing. |
| *13 | daily financial report | PS 1412-B, Daily Financial Report and supporting records | at postal activities | destroy after 2 years. |

TABLE 182-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *14 | postage expenditure reports | PS 3612, Official Mail Postage Meter Quarterly Report;<br>AF Form 1394, Quarterly Postage Expenditure Report | at official mail activities, MAJCOM or SOA/DAA and HQ USAF/DAQA(S) | destroy after 1 year or when no longer needed, whichever is later. |
| *15 | audits | audit summary—<br>DD 2259, Report of Audit of Postal Accounts | at COPE at postal activities | destroy after 6 months. |
| *16 | | | at window clerk at postal activities | destroy upon completion of next audit. |
| *17 | | audit record—<br>PS 3368, Stamp Credit Examination Record | at postal activities | destroy 1 year after account is withdrawn. |
| 18 | fixed credit receipts | PS 3367, Fixed Credit Receipt;<br>PS 3369, Stamp Credit Receipt | | destroy when superseded or upon reassignment of individual, whichever is sooner. |

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | appointment of unit mail clerk or mail orderly | appointment forms/letters | | destroy 2 years after cancellation. |
| 2 | accountable mail | dispatch and delivery receipts | | destroy after 2 years (see note). |
| 3 | allocation of block numbers | | | destroy on issuance of new numbers. |
| 4 | mail call or hours of collection | notices | | destroy when new forms are posted. |
| 5 | postal directory | directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery | | destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart. |
| 6 | (RESERVED) | | | destroy when no longer needed. |
| 7 | change of address | new mailing address information | at PSCs | |
| 8 | mail change notice | temporary mail routing and holding instructions | | |
| 9 | issuing postal receptacles | issuance form | at PSCs or unit mail rooms | destroy after recording first entry on a new form, indicating box reissued. |
| 10 | status of PSC customers | notifications to units | at PSCs | destroy when no longer needed. |
| 11 | standing delivery order | mail delivery authorizations | | destroy 2 years after cancellation. |
| 12 | recall of mail | applications processed | at postal activities | destroy after 1 year. |
| 13 | accountable communications control | accountable container receipts | used to obtain a receipt for accountable containers dispatched/received via registered mail | destroy on return of signed document receipt, or after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger. |
| 14 | | | used to obtain a receipt for accountable containers dispatched/received via other than registered mail or via inter-office distribution | destroy after 1 year. |
| 15 | | | used to obtain a receipt for accountable containers in pouches or other consolidated mailings | destroy after 1 year. |
| 16 | | | unsigned duplicate copies used for tracer or control purposes | destroy after 90 days or when no longer needed, whichever is later. |
| 17 | | application for registration or certification of official mail | used to obtain a receipt for sealed accountable containers being dispatched via registered mail | destroy after 2 years. |
| 18 | | | used to obtain receipt for sealed accountable containers being dispatched via other than registered mail | destroy after 1 year. |
| 19 | | | used in place of an accountable container receipt | destroy on return of signed document receipt. |
| 20 | weapons system pouch (WSP) service | correspondence, including letters of authority, to establish and discontinue WSP service | at MAJCOMs | destroy 1 year after termination of the WSP service. |
| 21 | | | at requesting activities | destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner. |
| 22 | transit time surveys and results | | | destroy when no longer needed. |

NOTE: When an APO or Aerial Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

**TABLE 182-3**

**MAIL MOVEMENT**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | receipt and dispatch of mail (see note) | mail manifests (PS Form 2900, AV-7, Alaskan Air Mail Dispatch Record, Transportation Control Movement Document (TCMD), AV-7 and Transportation Control Number (TCN) log forms filed with basic records; and similar forms, or mechanical substitutes) | for registered mail | destroy after 2 years. |
| 2 | | | for nonregistered mail | destroy after 1 year. |
| 3 | | mail manifest for movement of mail by organizational aircraft, rail or vehicle | | destroy after 3 months. |
| 4 | | daily mail dispatch data | at postal activities | destroy after 1 year. |
| 5 | small-parcel shipment billing or shipping records | records generated by small-parcel shipping companies | | destroy after 1 year or as specified in contract, whichever is longer. |
| 5.1 | | records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy | | destroy 2 years after shipping/billing date or as specified in UPS contract, whichever is longer. |
| 6 | irregular makeup and dispatch of mail | USPS forms | at cited postal activities | destroy 6 months after remedial action is completed. |
| 6.1 | | | at other than cited postal activities | destroy after 6 months. |
| 7 | irregular handling of mail | | at MAJCOM postal squadrons | destroy after 2 years. |
| 8 | | | at originating activities | destroy after 6 months. |
| 9 | incoming command pouch | log used to record pouch number | | destroy after 3 months. |

NOTE: When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit).

TABLE 182-5

POSTAL ADMINISTRATION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | board of officers proceedings and reports of survey | records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility | at field activities | destroy after 1 year or when no longer needed, whichever is sooner. |
| 2 | | (RESERVED) | | |
| 3 | | (RESERVED) | | |
| 4 | postal offense case files | investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction | at MAJCOM postal squadrons | destroy 2 years after case is closed. |
| 5 | | | at field activities | destroy 3 months after case is closed. |
| 6 | utilization of APO facilities | approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525.6M, to use the Military Postal Service (MPS) | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 7 | | suspensions | withdrawals of use of APO privileges from individuals/organizations | destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual. |
| 8 | | revocations | | destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual. |
| 9 | | limitations | | destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual. |
| 10 | mail received, dispatched and on hand | records showing mail received, dispatched and on hand | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 11 | mail transit time for MPS use | data records | | destroy when no longer needed. |
| 12 | USPS equipment and supplies | requisitions | | destroy after requisition is filled or when no longer needed. |
| 13 | claims | postal claims paid by the USPS and UPS | | destroy after 2 years. |
| 14 | tracers | reports processed by AF activities through USPS and UPS | | destroy after 1 year. |
| 15 | supply record | stock level and reorder controls | | destroy when superseded. |
| 16 | (RESERVED) | | | |
| 17 | (RESERVED) | | | |
| 18 | unit mail service inspection | checklists | | destroy after 1 year. |
| 19 | designation/termination of postal clerks | designation/termination records | | destroy 2 years after termination. |
| 20 | registry balance and inventory | inventories | at postal activities | destroy after 2 years. |
| 21 | (RESERVED) | | | |
| 22 | (RESERVED) | | | |
| 23 | postal operations proficiency training | | at postal squadrons, detachments | destroy after 2 years. |
| 24 | (RESERVED) | | | |
| 25 | (RESERVED) | | | |
| 26 | (RESERVED) | | | |
| 27 | coded tags and labels | requisitions | | destroy when requisition is completely filled. |

TABLE 182-5. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 28 | postal bulletins | | | destroy after 6 months and/or after bulletin matter entered in a USPS publication. |
| 29 | USPS equipment/ supplies | forms used to receipt and acknowledge accountability for certain USPS equipment/ supplies | | destroy when superseded. |
| 30 | distribution and location listings | mail distribution scheme, APO location lists, and related records | | destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner. |

**183. Courier Administration and Operations.** This table covers records accumulated in the administration and operation of the Armed Forces Courier Service, a triservice agency (Army, Navy, Air Force) of the Joint Chiefs of Staff.

**TABLE 183-1**

**ARMED FORCES COURIER SERVICE (ARFCOS)**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Receipt to Sender | ARFCOS Form 1, used as a receipt for ARFCOS material to sender | copies used by agencies other than ARFCOS activities to obtain a receipt for accountable containers dispatched thru ARFCOS | destroy on return of signed receipt, or after 1 year when used as an intransit receipt. |
| 2 | | | at Armed Forces Courier Stations (ARFCOSTAs) | hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC; destroy when 6 years old. |
| 3 | Pouch Invoice listing material | ARFCOS Form 3 | | |
| 4 | Courier Designation | ARFCOS Form 5, used to designate an escort for ARFCOS material between ARFCOSTAs | | |
| 5 | Delivery Receipt for ARFCOS material from account | ARFCOS Form 4 | | |
| 6 | | | copies used by agencies other than ARFCOS activities as an intransit receipt for incoming accountable containers thru ARFCOS | destroy after 1 year. |
| 7 | Receipt for ARFCOS controlled items/equipment | ARFCOS Form 2 | at ARFCOSTAs | destroy upon turn-in of accountable item. |
| 8 | request for ARFCOS supplies/equipment | ARFCOS Form 7 | | destroy after 1 year. |
| 9 | Identification Card for couriers/assistant couriers | ARFCOS Form 9, used to identify couriers/assistant couriers | | destroy immediately upon relocation of courier/assistant courier, IAW ARFCOS Manual Ch 16, paragraph 1602h. |
| *10 | Authorization Record | ARFCOS Form 10, used for authorization of account and signature verification | | retain pending revision of disposal authority. |
| 11 | Channel and Cost Report | ARFCOS Form 13, used for planning and budgeting at HQ USAF level | | destroy after 1 year. |
| 12 | Statement of Refusal to Serve as Designated Courier/Courier Assistant | ARFCOS Form 17, used for possible punitive action | | destroy after 1 year. |
| 13 | Allowance List | ARFCOS Form 18, used to set level of ARFCOS forms on hand | | destroy when superseded. |
| 14 | Records Shipment List | ARFCOS Form 20, used as a receipt for records shipped | | destroy after disposal date of the records it forwarded. |
| 15 | ARFCOSTA Inventory | ARFCOS Form 23, used as an inventory and balance record | | destroy after 1 year. |

**190. Public Affairs.** These tables cover documentation relating to general policies and procedures for internal information and community relations programs; and information and advice regarding an internal information effort which will inform and motivate Air Force personnel, maintain liaison with public news media, promote public understanding of Air Force activities, and develop and maintain cooperation between the AF and the community.

**TABLE 190-1**

**PUBLIC AFFAIRS**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | public affairs releases | public affairs releases to news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, clippings, audio recordings, and public service radio programs | copies other than file copies | destroy when no longer needed. |
| 1.1 | | | originals or official file copies on any subject which are determined by the Public Affairs Officer to be routine or having no lasting or only temporary significance to the unit's mission, policies, or status | destroy after 1 year. |
| 2 | | | originals or official file copies which are determined by the Public Affairs Officer to be of lasting significance in relation to the unit's mission, policies, status and all original releases of the Office of Public Affairs (SAF/PA) | retire as permanent (see note 5). |
| 2.1 | recruiting hometown news releases | releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF | | destroy after 3 months. |
| 3 | biographical files | biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF | for members transferring from one AF installation to another | forward to gaining activity on transfer of individual. |
| 4 | | | for civilians who transfer to another government agency or separate from the AF (except for those covered by rule 6) | destroy on separation of individual from the AF. |
| 5 | | | at SAF/PA | transfer files to HQ USAF OPR on separation from the AF. |
| 6 | | | at HQ AFSINC for retired general officers and appointed officials (see note 1) | retire as permanent (see note 2). |
| 7 | | | at MAJCOMs for VIP civilians | destroy on separation of individual from the AF. |
| 7.1 | | | at MAJCOMs and below for active duty and retired general officers | destroy when no longer needed. |
| 8 | | | (RESERVED) | |
| 9 | | | all files other than rules 3 through 7.1 | destroy 5 years after separation of individual from the AF. or when no longer needed (see note 3). |

TABLE 190-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 10 | special events planning | correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc. | | destroy after 4 years, or when no longer needed, whichever is sooner. |
| 11 | public affairs offices files of hometown news releases | hometown news release data, with background or supporting materials and related correspondence | | destroy when no longer needed or send to gaining installation public affairs office if news is of sufficient interest. |
| 12 | card index file | names, dates and news subjects of each news release form forwarded to Home Town News Center | at public affairs offices | destroy after 1 year. |
| 12.1 | log books | | | destroy when no longer needed. |
| 13 | speakers bureau files | biographical data, 8" x 10" glossy photograph, type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and record of speeches and public appearances made | | destroy when individual is separated from the AF, or send to gaining activity on transfer of individual. |
| 14 | AF newspapers and news periodicals | record sets published under AFR 190-1 | produced at any level by or through public affairs offices | destroy when no longer needed or on inactivation of the organization for which published (EXCEPTION: on inactivation, they may be presented to a local library, college or other public activity on request). |
| 15 | | copies | | see table 11-1. |
| 16 | national scouting organizations | scouting project officer's monthly summary of installation's activity in the program | at installation and regional levels | destroy after 2 years. |
| 17 | | | (RESERVED) | |
| 18 | | scouting liaison officer's monthly narrative and statistical reports summarizing regional participation in the program | at regional and director, USAF scouting levels | destroy after 2 years. |
| 19 | | scouting liaison officer's annual report and operating plan of activities in each region, including budget data | | destroy after 10 years. |
| 20 | politico-military matters | | | see table 110-1. |
| 21 | itineraries of visits | messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to oversea areas | | destroy 1 year after completion of visit. |
| 22 | basic public affairs records | letters, messages and other documentation denoting policies, procedures and guidance | | destroy when policies, procedures or guidance are superseded or no longer current. |
| 23 | distinguished visitor program documentation | messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc. | | destroy when no longer needed. |
| 24 | public affairs program reference and guidance material | correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans, programs, equipment, tactics, techniques, capability, etc. | | |
| 25 | news media visitor documentation | messages and other correspondence, guests lists, invitations, schedules, results of visits | | destroy after 1 year. |

**TABLE 190-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 25.1 | | after action reports, summaries, clippings, and evaluation comments | | destroy when no longer needed. |
| 26 | exhibit case files | information on the development, acquisition and use of AF exhibits for public display | at AF Orientation Group | destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. |
| *27 | publications of the Newsclipping and Analysis Service | publications such as Current News, Supplemental Clips, Equal Opportunity Current News, Radio-TV Defense Dialog, Selected Statements, Foreign Media Edition of Current News, and Friday Review of Defense Literature | at SAF/AAR | retire as permanent (see note 4). |
| 28 | news clipping collection | news clippings taken from newspapers, periodicals, and the wire services | paper copy at SAF/AAR | donate to the Library of Congress when no longer needed. |
| 29 | | | microfilm copy at SAF/AAR | transfer it as nonrecord reference material to the NARS Military Archives Division when no longer needed. |

NOTES:

*1. Appointed officials consist of the Secretary of the AF, the Under Secretary, Assistant Secretaries and the Chief Scientist.

*2. Offer to the National Archives in 10-year blocks when latest document is 25 years old.

*3. These records are not authorized for retirement to federal records centers.

*4. Offer publications dated before 1982 to National Archives in 10-year blocks when the most recent publications are 30 years old. Offer publications dated 1982 and later to National Archives in 10-year blocks when the most recent publications are 5 years old.

*5 Offer to the National Archives in 5-year blocks when latest record is 20 years old.

TABLE 190-2

HOME TOWN NEWS CENTER RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | home town news center data | master media case files of the various news media (newspapers, radio stations) which participate in servicing releases of hometown news | | retire as permanent on inactivation of the home town news center. |
| 2 | | card index for control of rule 1 records | | interfile cards in their related master media case folders. |
| 3 | | media marker records of code listings for classifying the news releases of various news media | | destroy when superseded or no longer needed. |
| 4 | | news release guides used for developing news items and feature story releases | | |
| 5 | | statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished | | destroy after 1 year. |
| 6 | | copies of activity and effectiveness reports | | |
| 7 | | radio and TV interview data, and related interview tapes | originals | return to originating activity. |
| 8 | | | copies | destroy 3 months after release of the interview tape to the hometown news media, or 1 month after the original interview tape is killed, whichever is applicable. |
| 9 | | card index of the TV stations in each state, used as a control reference of their coverage | | destroy when obsolete or no longer needed. |
| 10 | | biographical files consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data | | destroy 2 months after date of release to the home town media for publication. |

TABLE 190-3

AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | negotiations and conflicts of AFRT operations | talks, frequency limitations, civilian boundary disputes, and background information on setting up AFRT | at local AFRT facilities | destroy 2 years after inactivation of unit. |
| 2 | authorization to operate | frequencies granted, emergency frequencies and call signs | | |
| 3 | public affairs internal information programs | broadcasting policies | | destroy after a new policy of the same subject is made. |
| 4 | operation of AFRT | operational instructions | | destroy when superseded or obsolete. |
| 5 | recorded discs or magnetic tapes | records of discs or magnetic tapes | | destroy after 1 year or when no longer needed, whichever is sooner. |
| 6 | program restriction files | records pertaining to the establishment/removal of program restrictions imposed by the television industry | at broadcasting units in oversea areas | destroy when superseded or on inactivation of unit. |

**200. Intelligence.** These tables cover disposition instructions for records pertaining to collection, identification, evaluation, classification and dissemination of general and technical intelligence.

TABLE 200-1

INTELLIGENCE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | indexes or accession lists | manual or machine-produced subjective, regional, country or similar indexes or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by AF intelligence | based on AF intelligence production activities or their finished intelligence products | retire as permanent with the records to which they pertain (see note). |
| 2 | | | based on intelligence research or library-type activities of intelligence holdings on raw and finished intelligence products of other activities | see table 11-1. |
| 3 | | | special indexes or bibliographies prepared in support of studies or projects | dispose of originals with the study or project of which they become a part. |
| 4 | | | | destroy information copies when no longer needed. |
| 5 | intelligence record dissemination | data accumulated incident to disseminating intelligence reports, publications and other records; supporting agreements; interpreting general release policies; and substantiating requirements of the various recipients of intelligence records | | destroy 1 year after requirement is discontinued or superseded. |
| 6 | joint and external committee membership | | | see table 25-3. |
| 7 | captured records | captured or confiscated enemy records | | request disposition instructions from HQ USAF/DAQD(S) when the possessing activity no longer needs the records. |
| *8 | Sensitive Compartmented Information (SCI) Nondisclosure Agreements (NDAs) | DD Form 1847-1 or similar forms | at AFIS/INSB | destroy after 70 years. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 200-2

COLLECTION RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | raw intelligence | intelligence information reports on domestic, foreign, scientific and technical intelligence matters which have been recorded on microfilm or microfilm aperture cards, or have been determined not required | at HQ USAF | see table 11-1. |
| 2 | | | information copies at other than HQ USAF | destroy when superseded, obsolete or no longer needed. |
| 3 | | source and raw material, such as photographs, messages, and other intelligence accumulated by originators and used in preparing DoD intelligence information reports | | destroy 1 year after completion of report. |
| 4 | collection requirements | correspondence and records pertaining to levy and collection action (for which DIA is the office of record) | at HQ USAF | destroy 1 year after cancellation or completion. |
| 5 | | | at originating elements | destroy 3 years after cancellation or completion. |
| 6 | | | action information sets at field collection activities | destroy 90 days after cancellation or completion. |
| 7 | proposals for collection of intelligence | correspondence and related records regarding presentation of proposals for collection of intelligence not developed into collection requirements | | destroy 2 years after cancellation. |
| 8 | collection operations | correspondence and related records regarding individual case development and exploitation related to special project or case file | | destroy 1 year after completion of project case and preparation of resulting intelligence reports (EXCEPTION: selected records may be retained indefinitely as background for known recurring operations). |
| 9 | collection devices projects | records reflecting activities of collection teams that monitor the development of devices and equipment from the standpoint of intelligence needs | | destroy 2 years after project is completed or cancelled. |
| 10 | USAF name registry | record on persons for whom the AF has responsibility | records recorded on microfilm | see table 11-1. |
| 11 | | | individual files | destroy when inactivated or no longer needed. |
| 12 | collection guidance | DIA manuals, instructions, and guidance letters accumulated at all AF activities and listed in AFR 0-4 | directed to be returned by current DIA manuals | request disposition instructions from HQ AFIS/INSA(R). |
| 13 | | | not directed to be returned by current DIA manuals | destroy when superseded, obsolete, or no longer needed. |
| 14 | | record sets of AF 200-series manuals containing AF-produced photographic interpretation keys (PIKs) | at Rome Air Development Center | see table 5-1. |
| 15 | | | retained in conformance with CODIUD-75 | retain 5 years after superseded or rescinded; retire as permanent. |
| 16 | | | at activities other than rules 14 and 15 | destroy when superseded, obsolete, or no longer needed. |
| 17 | | AF standard intelligence publications not containing PIKs | | see table 5-1. |
| 18 | | HQ USAF intelligence guidance numbered letters which provide requirements, collection guidance of a limited nature, and specific reporting instructions | record sets at HQ USAF | retire as permanent 5 years after superseded or rescinded. |
| 19 | | | information copies | destroy when superseded or rescinded. |

TABLE 200-2. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 20 | ELINT data reduction | mission folders containing electronic intercept and analysis reports, supporting papers, and assorted technical materials | | destroy after 1 year. |
| 21 | | master intercept tapes maintained for EDP to provide a complete updated records of intercepts | | destroy 4 years from date of intercept. |
| 22 | | subsidiary punched cards or other mass data records used in processing ELINT data | on unknown emitters and for intercepts originated by the individual organization | destroy when no longer needed. |
| 23 | | | not covered in rule 22 | destroy after 3 years, or when transcription to computer tape has been accomplished. |
| 24 | blood chits | reports of lost blood chits | | destroy 1 year after release from accountability. |
| 25 | | inventory reports | | destroy when superseded. |
| 26 | OPTINT | photographic film and prints, paper analogs and microfilm | Apollo Range Instrumentation Ships (ARIS) packed data tapes and film stored at Air Force Eastern Test Range, Patrick AFB, Florida | degauss/destroy data after an annual review. An absolute minimum of classical mode quality data will be held for 5 years. |
| 27 | | | packed data tapes and film retained by Foreign Technology Division | |
| 28 | TELINT | paper analogs, messages, and reports | | destroy analogs after an annual review. An absolute minimum of classical mode quality data will be held for 2 years. |
| 29 | | magnetic tape | | degauss tapes after annual review. An absolute minimum of classical mode quality will be held for 3 years. |
| 30 | RADINT | over-horizon detection (OHD) packed-data tapes | | degauss/destroy after 1 year. |
| 31 | | ARIS packed-data tapes | | degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 3 years. |
| 32 | | Aerospace Defense Center packed-data tapes | | degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 5 years. |
| 33 | PHOTINT | filmed test events, data on paper analogs, magnetic tapes and photographs | | destroy filmed test events after 10 years. Duplicate films will be destroyed after 5 years. |

TABLE 240-3

INTELLIGENCE ESTIMATE RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | intelligence estimates | data relating to analyses of the intentions, capabilities and vulnerabilities of nations and areas, developed for use in operational planning | record sets and supporting records at originating offices | retire as permanent (see note). |
| 2 | | | information copies | destroy when superseded, rescinded or no longer needed. |
| 3 | intelligence contributions and estimates | data supporting an AF contribution to the national or joint estimate | | destroy after 5 years or when no longer needed, whichever is sooner. |
| 4 | finished intelligence reports | specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications | record sets and supporting records at office of preparation | retire as permanent when rescinded, superseded or obsolete (see note). |
| 5 | | | information copies, including copies of intelligence reports produced by other agencies | destroy when superseded, rescinded or no longer needed. |
| 6 | intelligence reference records | printed or processed materials, photographs or maps accumulated at any organizational level as a reference file or for library intelligence research purposes | information copies of finished intelligence reports at originating activity | retire as permanent. |
| 7 | | | at HQ USAF and produced by other national intelligence agencies, DIA, unified and special commands, or by AF activities for departmental level | destroy 5 years after record is superseded or rescinded. |
| 8 | | | at other than HQ USAF | destroy when superseded, rescinded or no longer needed. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 200-4

INTELLIGENCE POLICY AND PLANNING RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | policy directives | nonstandard publications and letters that are directive in nature, which establish principles for all AF intelligence components of unified and specified commands, and the USAF INTEL series | record sets at HQ USAF | retire as permanent 5 years after superseded or rescinded. |
| 2 | | | information copies | destroy when superseded or rescinded. |
| 3 | planning | HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of AF intelligence responsibilities, missions and organization | | retire as permanent. |
| 4 | production planning support | production surveys and studies, program monitoring, and collection planning data system reports incident to development and support production planning | | retire as permanent (EXCEPTION: destroy case files of source materials 2 years after completion of study or survey). |
| 5 | annexes to joint, command, operations, and wartime planning | communications and records received from other Defense agencies, AF components of unified and specified commands, and subordinate AF echelons | master sets at originating headquarters | see table 28-1. |
| 6 | | | at HQ USAF for monitoring purposes and/or coordination | destroy when superseded, obsolete, or no longer needed. |
| 7 | disclosure of military information to foreign governments and international organizations | records of National Military Information Disclosure Policy Committee (NDPC) which announce the National Disclosure Policy (NDTC-1), AF representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers | at HQ USAF | destroy after 10 years. |
| 8 | | policies which reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified/unclassified military information to foreign governments and international organizations | at any AF level with disclosure authority | |
| 9 | | completed control case files on release of records to foreign governments, foreign nationals, and international organizations, containing requests for the records, authorizations, and justifications for the release, and related papers | pertinent to disclosure of classified information | |
| 10 | | | pertinent to disclosure of unclassified information | destroy after 2 years or when no longer needed, whichever is sooner. |
| 10.1 | | | information copies below major command level pertinent to disclosure of classified and unclassified information | |
| 11 | signed receipts for records released to accredited representatives of foreign nations (see table 205-1, rules 4 through 4.5 for exchanges under NATO, SEATO or CENTO agreements) | | conditions of disclosure, and serve as a records of the transfer of accountability for classified information, and as a certificate of agreement on the part of the recipient government about further handling of the information | destroy after 6 years. |

TABLE 200-4. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 12 | contract development and monitoring | documentation of implementation, contract development, substantive monitorship, bids, proposals, brochures, technical guidance, reports, correspondence, contracts and amendments, fulfillment of requirements, studies, and contractor final reports of external assistance and contracts and agreements with Government agencies and civilian contractors that provide technical and scientific contributions for intelligence efforts | | retire as permanent (EXCEPTION: destroy drafts and working papers when obsolete). |
| 13 | production expenditures | master files of project or task assignment forms authorization for commitment and expenditure of intelligence production resources | | retire as permanent. |
| 14 | | project or task case files | documenting expenditures of production capabilities | |
| 15 | | | documenting expenditures incident to administration | destroy after 2 years. |
| 16 | | routine matters or one-time requests consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development | | |

**TABLE 200-5**

**FOREIGN NATIONALS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requests for visits | requests for authorization to visit AF installations and/or industrial facilities, degree of security classification authorized, letters of authority to visit, report of visit, and log books | at HQ USAF | destroy after 2 years. |
| 1.1 | | | at other than HQ USAF | destroy short term visit requests (1-30 days) after 3 months; destroy long term visit requests (1 month-1 year) after 1 year. |
| 2 | tour folders | tour letters, biographical sketches, itineraries, and pertinent protocol information on foreign nationals under auspices of OSAF or Chief of Staff, USAF, Inter-American Relations Program, or MAP | at HQ USAF or MAJCOMs | |
| 3 | | forms and logs | at HQ USAF | destroy after 20 years. |
| 4 | country files | records containing information on countries which send representatives to visit AF installations | | destroy after 2 years. |
| 5 | awards | general orders and correspondence concerning awards or recommendations for awards | at HQ USAF | destroy after 4 years. |
| 6 | | | at field activities | destroy after 2 years. |
| 7 | | logs | at HQ USAF | destroy after 20 years. |
| 8 | medical treatment | | | see table 168-4. |
| 9 | accredited attaches | a roster of service attaches accredited to the AF, in booklet form, revised quarterly, containing position assignments, local addresses, and basic family data (used primarily for protocol matters) | record copies at originating offices | destroy after 20 years. |
| 10 | | | information copies | destroy when superseded or no longer needed. |

**205. Security.** These tables cover records relating to general policies and procedures governing identification, classification, and safeguarding classified information; reproducing, disseminating, storing, and destroying classified matter; reporting and investigating losses and other incidents involving the compromise of classified information; investigating and clearing personnel for handling classified information; protecting classified information in the hands of US industry and in educational research institutions; etc.

***TABLE 205-1**

**INFORMATION SECURITY PROGRAM**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | original classification authority | master listing by title and organization of officials designated to exercise this authority | at HQ AFOSP | destroy after 5 years (see note 1). |
| 2 | | | at other levels | destroy when superseded, obsolete or no longer needed. |
| 3 | | requests to delete officials from the master listing | | destroy upon notification of completed action. |
| 4 | classification evaluations | challenges to classification and requests for mandatory review | | destroy after 1 year. |
| 5 | security control records | key issue logs | | destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. |
| 6 | | forms identifying persons responsible for storage facilities or containers, recording the opening, closing and checking of security type equipment, and results of room or area security inspection | | destroy when superseded or no longer needed. |
| 7 | | authority to escort or handcarry classified material | | destroy after 1 year. |
| 8 | emergency planning | plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action | | destroy when superseded or no longer needed. |
| 9 | security incidents | findings by an official in determining if a compromise, probable compromise, inadvertant access or security deviation has occurred involving classified information | for NATO security incidents | destroy after 3 years (see note 1). |
| 10 | | | for other security incidents | destroy after 2 years (see note 1). |
| 11 | access control records | nongovernment historical researcher certification not to disclose classified information | | destroy upon termination of access authority. |
| 12 | | forms used to certify access to Restricted Data information in possession of DOE or federal agencies other than NASA, access lists, authority to open or close alarmed areas, and similar types of records | | destroy when superseded, obsolete, or no longer needed. |
| 13 | Top Secret control | Top Secret registers; its attached receipts and destruction certificates | | destroy 5 years after all register page entries have been made inactive (see note 1). |
| 14 | | access records and cover sheets reflecting persons who have access to a particular Top Secret document, or to whom the information has been disclosed | | destroy 2 years after related Top Secret material is destroyed, transferred, downgraded, declassified, or retired. |
| 15 | | Top Secret inventories | | destroy after 1 year. |
| 16 | record suspense receipt, and destruction certificate file | suspense records for classified material requiring a receipt | on-loan suspenses | destroy after 2 years or give to the borrower, whichever is applicable (see note 1). |
| 17 | | | normal suspenses | destroy upon return of signed receipt. |
| 18 | | receipt for classified material, or destruction certificates | inactive records | destroy after 2 years (see note 1). |
| 19 | security termination statements | statements completed when terminating access to special program material | at unit of assignment | |

TABLE 205-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 20 | | | at AFSCO because person refused to acknowledge debriefing | destroy when member's security clearance status is changed to "IN ADJUDICATION." |
| 21 | | statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more | in the Unit Personnel Records Group (UPRG) | destroy after 2 years (see note 1). |
| 22 | | | at unit of assignment for civilian personnel | |
| 23 | | | at AFSCO because person refused to acknowledge debriefing | destroy when member's security clearance status is changed to "IN ADJUDICATION." |
| 24 | security classification guides | record copy of published editions and changes; forms reflecting approvals, revisions, reissuances, reviews, or cancellations; and other related records | at the issuing activity or office of primary responsibility | destroy after 10 years (see note 2). |
| 25 | | information copies | | destroy when superseded, obsolete, or no longer needed (see note 3). |
| 26 | International Pact Organization (IPO) control records | destruction certificates, receipts, registers, and disclosure records at the destroying subregistry | for COSMIC, COSMIC Top Secret ATOMAL, or other IPO Top Secret material | destroy 10 years after the material has been destroyed or permanently transferred to another registry or subregistry (see note 1). |
| 27 | | | for NATO Secret, NATO Secret ATOMAL, NATO Confidential ATOMAL, or other IPO Secret or Confidential material | destroy 2 years after the material has been destroyed or permanently transferred to another registry or subregistry (see note 1). |
| 28 | | registers and receipts at control points | | destroy 2 years after record has been destroyed or returned to the servicing subregistry (see note 1). |
| 29 | | Central United States Registry (CUSR) approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry | | destroy 1 year after disestablishment of subregistry or control point. |
| 30 | | individual record receipts in the active accountability file | | destroy when the records described on receipt are being destroyed and have been listed on certificate of destruction. |
| 31 | special access program records | authorization to establish program, reports, reviews and other related records | at HQ AFOSP and program offices of primary responsibility | destroy 2 years after the program is terminated (see note 1). |
| 32 | | | copies at other offices | destroy after 1 year. |
| 33 | | program plans and security instructions | at program offices of primary responsibility | destroy 2 years after the program is terminated (see note 1). |
| 34 | | | copies at other offices | destroy when superseded, obsolete, or no longer needed. |

TABLE 205-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 35 | | forms used to formally record authorization for access to special program material | | destroy upon termination of access. |
| 36 | waivers | authority to deviate or not comply with program requirements | approved | destroy upon expiration date or when no longer needed. |
| 37 | | | disapproved | destroy upon return of requested action |
| 38 | surveys, inspections and program reviews | requests for open, unattended storage of classified material; establishment of pneumatic tube systems; or authorization for central destruction facilities | approved | destroy when obsolete or no longer needed. |
| 39 | | | disapproved | destroy upon return of requested action. |
| 40 | | security inspections | | destroy after 1 year. |
| 41 | | information security program reviews | | destroy after 1 year, or upon completion of next comparable visit, whichever is later. |
| 42 | information security reports | Agency Information Security Program Data Report | at HQ AFOSP | destroy when no longer needed |
| 43 | | | at other levels | destroy after 1 year. |
| 44 | code words and nicknames | forms used to account for the assignment or cancellation of code words and nicknames | | destroy 2 years after codewords or nicknames are cancelled (see note 1). |
| 45 | scientific and technical meetings | security sponsorship, including requests for authorization and notifications of meetings | | destroy after 1 year. |

NOTES:

1. Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see chapter 6, AFR 12-50, volume I.)
2. Retire after the system, program, or project is terminated or phased out of the inventory.
3. General reference publications and technical/specialized reference materials will not be reported on records management reports. However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.

TABLE 205-2
CENSORSHIP

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | censorship submission sheet | records to prevent transmission of information that might be useful to an enemy, and to disseminate information that might assist the US and its Allies | secondary censorship station copy | destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of. |
| 2 | | other than rule 1 | | destroy when no longer needed as intelligence source material or reports of censorship violations. |
| 3 | censorship action slip | slips without extraction | | destroy after 6 months. |
| 4 | | slips with extraction | | destroy 6 months after extractions have been disposed of. |
| 5 | register of censorship stamp holders | | | destroy when superseded. |
| 6 | censorship stamp accountability certificate | | | destroy 1 year after assumption of accountability by a new custodian. |
| 7 | travelers censorship certificate | | | destroy when the article to which affixed has been opened. |
| 8 | travelers censorship extraction record | | | destroy 1 year after items listed have been disposed of. |
| 9 | censorship valuables log | | | destroy after 1 year. |

TABLE 205-3

PERSONNEL INVESTIGATIONS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | reports of investigations | reports prepared outside AF | furnished AF commanders | returned to the AFOSI district or AFOSI activity from which received when no longer needed. |
| 2 | personnel security investigations | nonderogatory reports of personnel security investigations conducted by DIS | | destroy after review and completion of clearance or after recording the investigative data when clearance action is required. |
| 2.1 | | reports conducted for local service contractors who require only unescorted entry into restricted areas | | destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner. |
| 3 | | derogatory reports of personnel security investigations conducted by DIS | | dispose of as prescribed by AFRs 40-732 or 205-32, as applicable. |
| 4 | | nonderogatory investigative files received from the Office of Personnel Management (OPM) | | destroy after the results have been recorded as required by AFR 205-32. |
| 5 | | derogatory reports received from OPM | at Air Force Security Clearance Office (AFSCO) | destroy on ultimate disposition of the case, employee's separation from the AF or transfer to another federal agency. |
| 6 | criminal investigations | reports furnished commanders other than those in rule 7 | | dispose of as provided in AFRs 40-732 or 205-32, as applicable, or destroy on ultimate disposition of the case if action is not taken under these regulations. |
| 7 | | reports furnished commanders, consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters | | dispose of according to disposition instructions of the legal actions involved. |
| 8 | counterintelligence investigations | | | dispose of as provided in AFRs 40-732 or 205-32, as applicable, when action is taken under these regulations. |
| 9 | loss or compromise of classified matter | action copies of investigations incorporated with reports sent to commanders | | destroy 2 years after date of last action taken by final reviewing authority. |
| 10 | | other copies of investigations forwarded with reports described in rule 9 | | destroy 1 year after date of last action taken, provided such copies have not been utilized in processing cases under AFRs 40-732 or 205-32. |
| 11 | violations of security directives | reports pertaining to safeguarding of classified information that do not involve a subjection to compromise consideration | | destroy 1 year after last action taken. |
| 12 | incidents or persons not under the control of the Air Force | reports sent to commanders other than those in rule 13 | | destroy on disposition of the case. |
| 13 | | reports sent to commanders, which are retained in intelligence files | | dispose of according to disposition instructions of the intelligence files. |

TABLE 205-3. CONTINUED

| RULE | A<br>If the record are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 14 | security case files | complete case files | at AFSCO | see table 205-5. |
| 15 | | duplicate case files other than those in rule 14 | | |
| 16 | | record of action taken on cases adjudicated under AFRs 205-32 and 40-732; transcripts of proceedings, with exhibits; and memoranda, with official instruments reflecting final decisions | at AFSCO | |
| 16.1 | security case history record card | index cards giving summary of security cases | | |
| 17 | unknown subjects investigations | reports of investigations, wherein names of subjects are unknown, conducted by AFOSI and forwarded to commanders for review and action | | destroy after appropriate administrative action, such as Report of Survey, Damage Property Report, etc., is completed or when a determination is made that no other action is contemplated. |
| 18 | presidential support nominations | investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such record at elements in the nomination process | forwarded with recommendations for selection of the nominee | destroy upon receipt of notification of selection from AFSCO. |
| 19 | | | nonselected by a nominating element without forwarding the nomination to AFSCO | hold until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and hold the remaining part of the nomination file for 1 year, then destroy. |
| 20 | | | nonselected by AFSCO or higher review level | |
| 21 | presidential support assignment | letters of notification of selection for assignment to presidential support duties | at MAJCOMs, base Chiefs, Security Police and units of assignment | destroy upon notification of termination of duties or assignment. |
| 22 | | | at AFSCO | destroy after 5 years or upon reassignment, whichever is later. |
| 23 | | quarterly roster of personnel assigned to presidential support duties | at AFSCO, MAJCOMs, base Chiefs, Security Police, and units of assignment | destroy when superseded. |

TABLE 205-4

INDUSTRIAL SECURITY PROGRAM

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | industrial security policy | records relating to the DoD industrial security program that concern the safeguarding of classified information in the hands of bidders and contractors | established by DoD | in instances where revocation of individual or facility clearance has been recommended to the DIS cognizant security office, copies of the pertinent forms that are incorporated with records of these actions are disposed of after notification by DIS cognizant security office that all action has been accomplished. Disposition of all other records are prescribed in the following rules. |
| 2 | security agreements | the security agreement used by the commander having security supervision of a contractor to comply with the DoD industrial security manual. | originals | send to DIS cognizant security office. |
| 3 | | | copies | destroy 3 months after the security agreement is terminated. |
| 4 | facilities security clearance surveys | data used to perform surveys in examining a contractor to determine whether he is capable of properly safeguarding classified information | originals | send to DIS cognizant security office. |
| 5 | | | copies | destroy 3 months after the security agreement is terminated. |
| 6 | industrial security inspection report | inspections to determine whether contractors are providing proper protection for classified material according to the industrial security manual and their contracts | | destroy 1 year after new inspection is performed, or when no longer needed, whichever is later. |
| 7 | contract security classification specifications | the security classification assigned to various elements (information records, material, etc.) of prime and subcontractor | copies | destroy when superseded, or when related contract is terminated. |
| 8 | | | copies incorporated with contract records | destroy according to disposition instructions for the contracts. |
| 9 | security of classified information case files | records relating to the inspection and its follow up to insure the adequacy of security practices within contractor facilities | | destroy 1 year after new inspection is performed, or when no longer needed, whichever is later. |
| 10 | central index file requests | data used to obtain security clearance status of contractor personnel from DIS | | destroy 6 months after completion of assignment. |
| 11 | industrial defense records | | | see table 78-3. |

TABLE 205-5

PERSONNEL SECURITY PROGRAM

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | personnel security clearance and access | records of personnel security investigation and clearance | at base security police | destroy 2 years after individual has been separated from active duty or has terminated civilian employment. |
| 2 | | | in the Unit Personnel Record Group (UPRG) | see table 35-1, rule 1.1. |
| 3 | | emergency or special access certificates or documents and related correspondence | at units of assignments or issuing authorities | destroy upon termination of access. |
| 4 | | | in a special security file | see rules 23 through 25. |
| 5 | | limited access authorizations and related correspondence | at units of assignment or base security police | return to issuing authority when access authorization is withdrawn or expires. |
| 6 | | | at issuing authorities | destroy 2 years after limited access is terminated. |
| 7 | personnel security investigation requests | unit requests for investigation, clearance or unescorted entry | | destroy when no longer needed. |
| 8 | | request to DIS for an investigation, verification of prior investigation and tracers | | destroy upon receipt of investigation report or response to query. |
| 9 | duty and travel restriction | records requesting, denying, approving and verifying duty and travel restrictions | at base security police or CCPO and issuing authorities | destroy upon termination of restriction. |
| 10 | | | in the UPRG | destroy after annotating DD Form 214 per AFR 205-32, or upon termination of restriction. |
| 11 | personal history statements | completed personal history statements, personnel security questionnaires or comparable forms | | see table 35-1, rule 1.1. |
| 12 | | | at base security police or units of assignment | destroy when employment is terminated. |
| 13 | security termination statements | | | see table 205-1 |
| 14 and 15 | (RESERVED) | | | |
| 16 | civilian security documents | security termination statements | completed upon termination of employment | see rule table 205-1. |
| 17 | | | completed upon termination of special access | |
| 18 | | duty and travel restriction correspondence | | see rule 9. |
| 19 | | clearance certificates or records of completed investigations | | see rule 1. |
| 20 | | access certificates or related correspondence | | see rules 3 through 6. |
| 21 | | personal history statements or similar forms | | see rule 12. |
| 22 | | any record not covered in rules 16 through 21 | | destroy when the record is no longer needed or upon termination of employment. |
| 23 | special security files (SSF) | unfavorable personnel security information, investigative reports, correspondence and related records | at base security police until decision to close file favorably/unfavorably | destroy after favorable decision by local commander, or send to AFSCO if not closed favorably. |

TABLE 205-6. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 24 | | (RESERVED) | | |
| 25 | | correspondence forwarding the SSF to APSCO and related records | at base security police until final decision is received from AFSCO | destroy upon receipt of final decision from AFSCO. |
| 26 | special security case files | complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFRs 205-32 and 40-732 | at AFSCO, if not closed favorably | destroy 20 years after final decision. |
| 26.1 | | | at AFSCO, if closed favorably | destroy 1 year after final decision. |
| 27 | | duplicate case files | at local bases until final decision is made | destroy after final decision is received from AFSCO. |
| 28 | security case history record card | index card giving summary of security cases | at AFSCO | destroy 20 years after final decision or when no longer needed, whichever is later. |

**207. Aerospace Systems Security.** These tables cover records relating to general policies and procedures governing philosophy, principles and policy for protection of AF weapons systems, designated support systems, warning, and command/control systems against enemy clandestine operations, attack by hostile groups, and other ground threats. Also includes aerospace security system planning, emergency security procedures, internal control procedures, restricted areas, facilities and equipment, nuclear weapon security, and security standards for individual weapon systems.

**TABLE 207-1**

**AEROSPACE SYSTEMS SECURITY**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | **If the records are or pertain to** | **consisting of** | **which are** | **then** |
| 1 | aerospace security operations evaluations | test, survey, and inspection reports | | destroy 1 year after action completed or after next inspection, whichever is later. |
| *1.1 | security systems | intrusion detection system plans, proposals, and authorizations | at security police and operating activities (note 1) | destroy 1 year after system is removed from facility. |
| 1.3 | | contracts, work orders, drawings, specifications | | destroy 1 year after system is removed from facility, when obsolete or no longer needed, whichever is sooner. |
| *2 | security system performance data | reports on intrusion detection alarm system performance | at MAJCOMs | retire as permanent (note 2). |
| 3 | | | below MAJCOMs | destroy after 1 year. |
| 4 | records of visitors | requests for visits to restricted areas | | destroy 3 months after completion of the visit(s). |
| 5 | | authorization for contractors to visit in connection with classified matters | | destroy 1 month after termination of authorization. |
| 6 | aerospace security plan (OPLAN 207( )) | master plan | | destroy 1 year after being superseded. |
| 7 | | other than master plan | | destroy when superseded. |
| 8 | application for aerial photographic license | records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information | | destroy after 3 months. |
| 9 | | resulting in unfavorable information | | destroy after 2 years. |
| 10 | restricted area identification credentials | | | see table 30-2. |
| 11 | security deviations | approved deviations from security criteria contained in AFR 207 series directives and related correspondence | | destroy when unit and/or installation is inactivated or when reason for waiver no longer exists, whichever is sooner. |
| 12 | | expired deviations | | destroy 1 month after expiration date or on cancellation of waiver, whichever is sooner. |
| 13 | | disapproved deviations | | destroy 1 month after final action of approving authority. |
| 14 | identification codes | sign/countersign and duress lists | | destroy when superseded or compromised. |

NOTES:

1. Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.

*2. Offer records to the National Archives in 5-year blocks when latest record is 25 years old.

**TABLE 207-2**

**MISSILE SECURITY RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | security dispatch | predispatch notification used to notify key and code control center of requirement for a dispatch | | destroy after 3 months or when no longer needed, whichever is later. |
| 2 | | approved dispatch notification used to notify flight security control and missile combat crews of an approved dispatch | | destroy after 1 month. |
| 3 | | dispatch records used to manage dispatch of security escorts and camper alert team members | | destroy after 1 year. |
| 4 | security message log | alarm situations used to record security alert messages | | destroy after 3 months. |
| 5 | | helping hand and covered wagon reports used to record upchanneled reports | | see table 125-1. |
| 6 | security response | flight time-distance response matrix which are specific response criteria for alarms | | destroy after 1 year. |
| 7 | key and code control | registers, and material handling records used to issue, transfer, and destroy National Security Agency one-time code tables | | see table 100-7. |
| 8 | physical examinations | minuteman camper inspections used to record discrepancies of self-contained unit | | destroy after 1 year. |

**208. Antiterrorism.** This table covers records related to policies and procedures designed to reduce the vulnerability of USAF personnel, installations, and other resources to terrorist attacks; awareness programs to alert USAF members to the terrorist threat; and training in defensive measures intended to minimize the likelihood of their being victimized.

TABLE 208-1

ANTITERRORISM RECORDS

| R<br>U<br>L<br>E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | antiterrorism services | reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF Commanders | at HQ USAF/IGT | destroy after 2 years or when no longer needed, whichever is later. |
| 2 | | | at other HQ USAF offices and commands | destroy after 1 year or when no longer needed, whichever is later. |
| 3 | antiterrorism briefings/training | reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat | at HQ USAF/IGT | destroy after 2 years or when no longer needed, whichever is later. |
| 4 | | | at other HQ USAF offices and commands | destroy after 3 months or when no longer needed, whichever is later. |

**210. Historical Data and Properties.** These tables cover records relating to general policies and procedures governing development of historical data and special historical studies as a guide for AF action; establishment and maintenance of museums; and acquisition and disposition of and accountability for historical properties.

TABLE 210-1

HISTORICAL PROGRAM RECORDS (see note 1)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | periodic histories and occasional monographs, studies, and reports | records prepared or collected by historical officers and historians under the Air Force historical program | original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ HQ United States Air Force Historical Research Center (USAFHRC) | retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 2 and 3. |
| 2 | | | original medical histories maintained by HQ USAF/SG | |
| 3 | | | copies or microfilm maintained by the originating unit | destroy on inactivation of the unit. If microfilmed, see notes 2, 4, and 6. |
| 4 | | | copies retained by originating HQ USAF staff office down to and including directorate (or comparable) level | destroy when no longer needed. |
| 5 | | | copies received by intermediate headquarters from lower echelons and retained for research and reference | |
| 6 | source documents | subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ USAFHRC | copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing) | retire as permanent on inactivation of the unit. |
| 7 | | | copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level | destroy when no longer needed, or after 2 years, whichever is sooner. |
| 8 | | | at the unit or HQ USAF staff office at directorate or above level for which the reports were prepared | destroy when no longer needed |
| 9 | | | copies received and retained for research and reference by the organization requesting the report | |
| 10 | historical research and reference | special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference | collected and maintained by historians at HQ USAF/HQ USAFHRC/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference | destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner (EXCEPTIONS: if microfilmed, see note 2; if inactivated, see note 5). |

NOTES:

1. HQ United States Air Force Historical Research Center (USAFHRC) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF activities according to AFR 210-1.
2. If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
3. Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.
4. Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ United States Air Force Historical Research Center/TII, Maxwell AFB AL 36112.
5. Upon inactivation of AFCON groups, wings, and higher level organizations, and AFCON or MAJCON units that operated bases or Air Force stations, all historical research and reference records, including microfilm, will be sent to HQ United States Air Force Historical Research Center/TII for screening and final disposition.
6. At the discretion of the MAJCOM/SOA records management officers, paper copies may be transferred to the gaining units.

**TABLE 210-2**

**MUSEUM PROGRAM RECORDS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | general authority | basic delegations of authority to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program | at HQ USAF | retire as permanent (see note). |
| 2 | liaison data | correspondence, photographs, brochures, and other types of printed matter used to reflect technical and nontechnical assistance provided contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history | | destroy when no longer needed. |
| 3 | historical and operation data | correspondence, monographs, studies, reports, and photographs | | retire as permanent. |
| *4 | historical property | proffers of gift; acceptance letters; item record cards; loan, disposal, and transfer vouchers; directly related correspondence; and other documents evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property inventory | | destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized |
| 5 | historical property source data | correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums | | transfer activated record to the historical property documentation (rule 4) files. |
| 6 | | | remaining documentation, other than rule 5 | destroy when no longer needed. |

*Offer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

**211. Personal Affairs.** This table covers records pertaining to family services and matters of personal concern to servicemen, such as emergency financial assistance, insurance, voting assistance, airmen's deposits, separation counseling and processing.

TABLE 211-1

PERSONAL AFFAIRS RECORDS

| RULE | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | family services program | case histories and family data cards | | destroy when no longer needed. |
| 2 | | training and experience records of volunteers | | destroy 2 years after separation of volunteer (see note). |
| 3 | | advisory council meeting minutes | at initiating activities | destroy after 1 year. |
| 4 | | | at MAJCOMs | destroy after 2 years or when no longer needed, whichever is sooner. |
| 5 | | records not covered in rules 1, 2, 3, and 4 | | destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed). |
| 6 | solicitation case files | letters of accreditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations | | destroy after 1 year. |
| 7 | passports and visas | authorizations to apply for no-fee passports and/or requests for visas and related correspondence | | see table 30-2, rule 17. |
| 7.1 | | semiannual reports of passport applications | | see table 30-2, rule 18. |
| 7.2 | | receipts and related correspondence for the issuance of passports | at MAC activities | see table 30-2, rule 19. |
| 8 | marriage | applications for marriage between AF personnel and foreign nationals, and related correspondence | | destroy 1 year after application is approved or disapproved (EXCEPTION: copy retained by approving authority may be destroyed when no longer needed). |
| 9 | voting assistance data | correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act | | destroy after next election. |
| 10 | servicemen's group life insurance | case files on deceased, separated or retired personnel | | destroy after 1 year. |
| 11 | recruitment for civilian police | rosters and related correspondence | at HQ USAF and MAJCOMs | |
| 12 | | | at other than HQ USAF and MAJCOMs | destroy 90 days after submission of quarterly report. |
| 13 | postservice employment counseling | | | destroy after 1 year. |
| 14 | National Urban League veterans affairs | | | |
| *15 | survivor benefit plan (SBP) | copies of SBP election notification to spouse and other related records | at initiating activities | destroy after 1 year. |

NOTE: Accumulating offices may retain until eligible for disposal, provided additional filing equipment is not required.

**213. Education Services Program.** This table covers records pertaining to implementation of the AF Education Services Program through educational guidance, promotion of the Community College of the Air Force (CCAF), Extension Course Institute (ECI) participation, and Defense Activity for Non-Traditional Education Support (DANTES) opportunities.

**TABLE 213-1**

**EDUCATION SERVICES PROGRAM**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | individual's educational level and progress | forms, supporting records for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTES and other test reports which are a chronicle of educational level and progress | | send to CBPO records custodian for disposition per AFR 35-44 (see table 35-1, rules 1 and 1.1). |
| 2 | requests for tuition assistance | forms and other records | at base education offices with appropriate school contract invoices | destroy 2 years after: tuition has been paid to institution, or waiver of reimbursement or payment to AF has occurred, or final grade has been recorded in Individual Record Education Services Program form, whichever is applicable. |
| 3 | records supporting consolidating grade sheets | | | |
| 4 | cases of noncompliance or failure | | | |
| 5 | DANTES | applications for tests, testing activity and inventory reports, and similar forms; which are informational copies of forms supportive of DANTES activities | | destroy after 2 years. |
| 6 | Education Services Program Report | forms and supporting records | at HQ USAF/MAJCOMs or base education offices | destroy after 5 years or when no longer needed, whichever is later. |
| 7 | memorandum of understanding | agreements and changes thereto | at MAJCOMs or base education offices | destroy 2 years after termination or cancellation of institutional program. |
| 8 | education records not covered above | applications and related records prescribed by AFR 213-1 such as Bootstrap applications; not required to be filed in the personnel record groups per AFR 35-44 | | destroy when no longer needed. |

**214. Dependents' Education.** This table covers records pertaining to planning, supervising, and conducting dependents' schools and educational systems and programs.

**TABLE 214-1**

**DEPENDENTS' SCHOOL RECORDS**

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | historical program | operating policies, curricula, teaching methods, and similar records | | retire as permanent. |
| 2 | administration | records pertaining to internal administration; school events; athletics; honor students; parent-teacher and other organizations; teachers notices; student transportation; civilian employees pay, leave, attendance, travel, and other personnel matters (except employee record cards); term reports; cost accounting; lost textbooks; requests to supporting commander for materials, repairs and supplies | not covered in other tables, e.g., supply | destroy after 3 years. |
| 3 | class register books and daily attendance registers | individual teachers records of daily, weekly, semester, and yearly scholastic marks and averages; attendance; and dates of withdrawals | | |
| 4 | absence, tardiness, and passes | daily records of absentees; tardy slips; transfer slips notifying teachers of new assignments; notices of change; applications for permission to be absent; pass slips; and comparable records | hall passes | destroy at end of each day. |
| 5 | | | absentee reports | destroy after 60 days or when no longer needed, whichever is sooner. |
| 6 | | | class reentry permits | destroy at end of school year or when no longer needed, whichever is sooner. |
| 7 | | | not covered in rules 4, 5, and 6 | destroy after 1 year. |
| 8 | attendance and strength reports | periodic statistical, monthly enrollment, and other reports which are teachers reports to principals | | |
| 9 | secondary school class reports | reports compiled from class register books and are source records from which individual student permanent records is prepared and/or extracted on request | | |
| 10 | enrollment data | application for enrollment of tuition student; course preference signed by parent; admission card; transfer card; drop card; and similar records | | destroy 1 year after graduation, withdrawal, transfer, or death of student. |
| 11 | individual student permanent record and transcript (grades 9 through 12) | a cumulative records of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student | completed on graduation or withdrawal of student; and copies of transcripts furnished secondary schools, colleges, and prospective employers upon special request | hold at the school for 5 years after graduation, withdrawal, transfer, or death of student, then retire to WNRC for disposal after 70 additional years. EXCEPTION: On inactivation of school, transfer to District Office where they will be held until end of 5-year retention period and then retired for remaining 70 years). |
| 11.1 | individual student record (grades kindergarten through 8) | | transferred at the request of the student's new principal | destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner. |

**TABLE 214-1. CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | student personnel record | health data; absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests; notes on activities, hobbies, and special interests, miscellaneous information used by student counselors | | |
| 13 | reports to parents | scholastic grades, personality traits, and certificates of promotion or failure | | give to parents at end of school year, on transfer of student, or on departure from command. |
| 14 | (RESERVED) | | | |
| 15 | Section Six schools | registers, elementary school cumulative record cards, and other records | | school retains; on discontinuance of school, transfer to department of education of state in which school is located. |
| 16 | accounting of disclosures of personally identifiable information (General Education Provisions Act) | records indicating (1) the parties who have requested or obtained the information and (2) the legitimate interests these parties had in requesting or obtaining the information (does not apply to disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific as to the participants to whom the disclosures are to be made, disclosures to school officials, or disclosures of directory information) | | hold with specific student records to which they pertain for the life of those records, or for 5 years, whichever is longer, and dispose of in accordance with applicable rules. |

**215. Morale, Welfare, and Recreation (MWR).** These tables cover records pertaining to MWR programs and facilities.

TABLE 215-1

MORALE, WELFARE AND RECREATION

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | morale, welfare and recreation programs | studies, directives and analyses reflecting organization of programs, and conduct and result of program activities | | retire as permanent (see note 2). |
| 2 | support for religious, morale, welfare and recreation facilities and activities | supply records, fund budgets (see note 1) | | destroy after 1 year. |
| 3 | photography contests | photo entries in four groups | | |
| 4 | recreation programs | records concerning sports, motion pictures, service clubs and entertainment, youth activities, special interest groups, and similar activities of appropriated fund activities not covered elsewhere | | destroy after 2 years or when no longer needed, whichever is sooner. |
| 5 | professional entertainers | locator cards for professional entertainers of foreign nationality performing in overseas military establishments | | destroy on inactivation of activity. |
| *6 | triennial survey and prioritization | base survey results and plans for future development of morale, welfare and recreation programs | at bases | destroy after 6 years. |
| *6.1 | Morale, Welfare and Recreation (MWR) Program Plan | annual base level plans for current and future MWR programs | | destroy after 4 years. |
| 7 | MWR facilities programming list report | facilities listing that portrays facility data to MWR managers | | destroy when new list is received. |
| 8 | | key punch cards used to update or provide new facility information | | destroy cards when necessary information has been entered into the system. |
| 9 | | correspondence and related data which provide instructions or facility information | | destroy after 1 year or when superseded. |

NOTES:

1. Retain property requisitions and property disposal records unit inactivation per AFM 67-1.
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 215-2

AERO CLUB RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | meetings | minutes of safety, Board of Governors, standardization and general membership and others used for safety, organizational and operational requirements | | destroy after 2 years. |
| 2 | pilot information file (volume II) | important flying safety information for pilots necessary to improve the aero club safety program | | destroy after 1 year, or as safety information item directs. |
| 3 | aero club membership and training folder | membership applications (AF Form 1710), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584), and other data required by club manager used for membership, administrative and standardization purposes | | release to the individual member on transfer or termination of membership, provided the member's account is cleared, or destroy records not requested by such members after 1 year. |
| 4 | FAA training records | records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course | | (see note 1). |
| 5 | individual VA training/certification | all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA approved course used to certify the training of each student and certification of payments by the VA | | (see note 2). |
| 6 | daily aircraft operational forms | reports of flight and aircraft usage, and servicing which are used for daily aircraft operation, discrepancies, repair, usage and servicing | | retain on each aircraft, in 100-hour increments, between required inspection cycles. Records reflecting the last 200 hours of operation on each aircraft are required. When records exceed the 200-hour retention requirements, destroy in 100-hour increments. |
| 7 | aircraft records and maintenance records | airframe and engine log books, certificates of registration, air worthiness, and associated records required by FAA | | transfer with aircraft or dispose of as required by appropriate FAA directives. |
| 8 | covenant not to sue and indemnity agreements | AF Form 1585, Covenants and Indemnity Agreements | | destroy 6 years after period of agreement. |
| 9 | aero club personnel services contracts | contracts used to obtain aero club flight instructors, mechanics and supervisors of flying | | see table 70-1. |
| 10 | aircraft lease agreements | contracts used to lease aero club aircraft | | |
| 11 | reports and records, general correspondence | not covered elsewhere in this table | | destroy after 1 year. |
| 12 | aircraft accident/incident reports | reports and related records used in reporting and investigating aero club aircraft accidents/incidents | at aero clubs | destroy after 2 years or on inactivation, whichever is sooner. |

NOTES:

1. Destroy after 1 year from the date the student graduates from the course to which the record pertains, terminates his or her enrollment in that course or transfers to another school, or as otherwise prescribed by Federal Aviation Regulations. FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with rule 5.

2. Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment, unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.

**TABLE 215-3**

**LIBRARIES**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | library acquisitions | requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from appropriated or nonappropriated funds, or received from any other source | | destroy completed orders after 3 years. |
| 2 | library disposition files | shipping documents, turn-in slips, schedule of collections, inventory adjustment vouchers, and related records which are records of each item withdrawn from permanent holdings of a library collection | | destroy after 3 years. |
| 3 | library shelf lists | official card listings of reading and reference material which are the permanent collection of AF libraries, set up in accordance with rules of professional librarianship | cards or holdings transferred as a complete library collection | transfer with collection. |
| 4 | | | cards on dissolved library collections | destroy 1 year after dissolution of library. |
| 5 | | | cards on material removed from a collection | transfer with record, or destroy after 1 year, whichever is applicable. |
| 6 | card catalogs | author, title, and subject index to permanent holdings of library collection maintained in accordance with rules of professional librarianship | | on transfer of a complete collection, send with collection, or destroy on removal from or dissolution of collection. |
| 7 | (RESERVED) | | | |
| 8 | library loans | book cards, reserve cards, overdue notices, and similar records of the charge-out system | | destroy when expended. |
| 9 | | requests for issue, or turn-in, duplicate shelf list cards, bookmarks, and comparable records for library materials issued to individuals and activities for indefinite periods | | destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility. |
| 10 | library balance on hand | records containing total number of items in permanent library collections; records of all additions and withdrawals | | destroy 1 year after transfer of the complete collection or on dissolution of library. |
| 11 | reports of audit | reports of library control records | | destroy after 1 year, provided any corrective action required by table 175-2 has been accomplished. |
| 12 | semiannual library reports | statistics of library holdings and operation | | destroy after 5 years in the accumulating office. |
| 13 | reciprocal library system records | correspondence and related records establishing a base library as a member of a regional system of cooperating libraries | at base libraries and monitoring headquarters | destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner. |

NOTE: Records may be retained in accumulating library offices until eligible for destruction, provided additional filing equipment is not required.

TABLE 215-4

CHILD CARE CENTERS (see note 1)

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | child care operations | cards used as a patron registration record, authorization for medical treatment in emergency situations, identify child and sponsor, and to record immunizations, known allergies and special instructions; and related records | at child care centers | destroy upon reassignment or discharge of sponsor or after period specified in intergovernmental agreements with state or local agencies designated to monitor child care centers, whichever is later. |
| *2 | | registers which provide daily record of attendance, collection of fees and sign-in/out of patrons; and related records (note 2) | | destroy after 3 years or after period specified in intergovernmental agreements with state or local agencies authorized to monitor child care centers, whichever is later. |

NOTES:

1. The records covered by this table are not authorized for retirement to a federal records center.

*2. If the child care center is not using a cash register or other prenumbered receipt, a copy of the AF Form 1182 will be made and sent to the NAFFMB. The AF Form 1182 is backup to the cash report and is retained per table 176-3, rules 18 and 18.1. The original of the AF Form 1182 is kept in the child care center.

TABLE 215-5

CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | establishment of alcoholic beverage outlet | letters and supporting records used as a basis for establishment of an alcoholic beverage function | | destroy 2 years after discontinuance of outlet, or instrumentality is dissolved. |
| 2 | management records | correspondence, records of purchases and related data used to plan programs | | destroy after 2 years or when no longer needed, whichever is applicable. |
| 3 | procurement guidance records | policy records, guidance, laws, statutes used to determine procurement procedures | | destroy when superseded. |
| 4 | controls on sale/use of alcoholic beverages | letters, messages, operating instructions, etc. | | destroy when obsolete, superseded or no longer needed. |
| 5 | permits, stamps, taxation | applications, forms, correspondence, as required by law | | destroy upon renewal or replacement. |
| 6 | pricing | information on pricing, surveys, etc., used to price alcoholic beverages | | destroy after 1 year. |
| 7 | packaged alcoholic beverages sales slips | sales slips/purchase register | at alcoholic beverage outlets | destroy after 1 year. |
| 8 | sales slip book log | sales slip book log used to record the issue, use and destruction of sales slips | | destroy 1 year after last entry. |

TABLE 215-6

AIR FORCE OPEN MESS PROGRAM

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | establishment of Air Force open mess | charter with related records | | destroy 2 years after discontinuance of open mess, or 2 years after the instrumentality is dissolved. |
| 2 | meetings | minutes of Nonappropriated Funds Council, advisory committee and general membership meetings | | destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess. |
| 3 | membership data or reports | membership applications, rosters, studies or reports used for planning or promotional purposes | | destroy upon transfer of member or when no longer needed. |
| 4 | training programs, workshops or seminars | handouts, pamphlets, training aids, rosters, and related material | | destroy after 2 years, when superseded, or no longer needed, whichever is applicable. |
| 5 | | records related to planning, developing or establishing training programs or policy | | |
| 6 | sanitation and housekeeping | reports and related records required to operate food and beverage programs | | destroy after 2 years. |
| 7 | | food service sanitation checklist | | destroy after 90 days. |
| 8 | supplies and equipment | forms, letters, lists, requisitions | | destroy after 1 year. |
| 9 | facility maintenance, repair, improvement or construction | work orders, service call logs, AF Form 1391s, project booklets, letters and related records | | destroy 3 years after fiscal completion. |
| 10 | essential feeding | designation of an open mess as an essential feeding facility with related records | | destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation. |
| 11 | safety | bulletins, rosters or visual aids needed to encourage safety programs | | destroy when obsolete, superseded or no longer needed. |
| 12 | awards program | letters, citations, certificates, background records for the USAF Meritorious Open Mess Manager Award | | see table 900-1. |
| 13 | advertising, promotions, publicity, public relations | posters, calendars, flyers and planning records | | destroy after 1 year or when no longer needed. |
| 14 | reports of inspection, audit or visit | reports, responses or related correspondence | | destroy after 4 years or when superseded by a later audit/visit/inspection. |
| 15 | open mess operating continuity files | policy letters, operating instructions, messages and related information | | destroy when superseded. |
| 16 | open mess manegement | letters, analyses, studies, and other related data used in planning the open mess programs | | destroy after 1 year or when superseded. |
| 17 | working records | papers, forms, tapes, scatter sheets and other supporting records used to develop policy or programs | | destroy after 2 years or when no longer needed, whichever is later. |
| 18 | open mess guest checks | accounts control copies which reflect on food and beverage items purchased or charged by member or guest | | destroy after 90 days, provided account is clear. |
| 19 | | for package liquor sales | | destroy after 180 days. |
| 20 | | kitchen copy of check | | destroy when no longer needed. |

*TABLE 215-7

GENERAL MEMBERSHIP CLUBS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | establishment of general membership clubs | constitution and by-laws, policy directives, authorizations, property rewards, studies, charts, and related correspondence | | destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved (see note 1). |
| 2 | | changes to policy directives (except published standards directives), authorizations and/or background and support papers | | destroy when superseded, obsolete, or no longer needed. |
| 3 | minutes of meetings | minutes of club, advisory and standing committee meetings | | destroy 2 years after minutes no longer impact on the operation of the general membership clubs |
| 4 | inspection reports | reports, except those in rule 5, conducted by command requirements or as directed by higher authority | | destroy on discontinuance of a club operation. |
| 5 | | reports made of riding clubs, animals, stalls, arena, etc. | at riding clubs | destroy 60 days after inspection is recorded. |
| 6 | Firearms/ammunition transactions | records on sale of ammunition, invoices and receipts for resale, firearms acquisition and disposition records, sworn statements and returns receipts for lost, stolen, or inoperative firearms and inventory of weapons | at membership club offices | destroy 2 years after the end of the year bought (see note 2). |
| 7 | membership locator cards and records | member's locator cards and dues records | | destroy after 2 years or expiration date of membership. |
| 8 | membership club information report (see note 3) | annual memberships club report | | destroy after 1 year. |

NOTES:

1. Published directives are controlled by table 5-1.
2. Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club.
3. Aero clubs and Open Messes are excluded from this report since they are covered by other reports.

**265. Chaplain.** This table covers records pertaining to the chaplain's functions and religious program, including religious services, sacraments, and rites; religious education, leadership, and lectures; use of chapels, facilities, and equipment; and professional records and reports of chaplain activities.

TABLE 265-1

CHAPLAIN ACTIVITIES

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | chaplain planning and administration | records used in planning, administration and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities | at HQ USAF | retire as permanent (see note 2). |
| 1.1 | | | below HQ USAF | destroy after 2 years. |
| 2 | chaplain function personnel rosters | | at HQ USAF | destroy after 4 years. |
| 3 | | | at MAJCOMs | destroy after 1 year. |
| 4 | | | at other than HQ USAF or MAJCOMs | destroy upon receipt of next one. |
| 4.1 | | other commands' personnel rosters | at possessing activities | |
| 5 | religious data listings | | at installations | see table 176-3. |
| 6 | chaplain funds | | | |
| 7 | nonchaplain personnel certifications | certifications that civilian clergymen or civilian or military lay leaders are qualified and authorized to conduct ecclesiastical services, rites, or denominational classes on AF installations | at installations | destroy on cancellation of certification or termination of duties, whichever is sooner. |
| 8 | (RESERVED) | | | |
| 9 | attendance | individual class reports | | destroy when individual is reassigned or withdraws from class or when information has been posted to consolidated reports. |
| 10 | | (RESERVED) | | |
| 11 | | consolidated reports | | destroy after 1 year. |
| 12 | reports | chaplain professional and religious facility utilization reports | at HQ USAF | destroy after 4 years. |
| 13 | | | at other than HQ USAF | destroy after 2 years. |
| 14 | | | individual reports | destroy after 1 year. |
| 15 | | | consolidated reports at HQ USAF | retire as permanent (see note 2). |
| 16 | | | consolidated reports at other than HQ USAF | destroy after 2 years. |
| 17 | annual inspection of chaplain professional program | reports and related records | | see table 123-1. |
| 18 | chapel choir music and records | copies of music purchased and maintained for repeated usage in choir programs throughout the year | | destroy upon inactivation of the unit (see note 1). |
| 19 | program records | correspondence and other background materials pertaining to special chaplain programs | maintained to plan future programs | destroy when superseded, obsolete or no longer needed for reference. |
| 20 | chapel continuity file | subjects as defined in AFR 265-1 | at MAJCOMs and installation chaplains | destroy applicable items when superseded or deleted. |
| 21 | chapel records | records of funerals, marriages and baptisms dated from 1949 to 1958 | | destroy after 50 years. |

NOTES:

1. Copies of music in good repair upon inactivation of the unit should be reported to MAJCOM/HC for possible redistribution to other installations.

2. Offer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.

**300. Data Automation.** These tables cover records which relate to automatic data processing, planning, design management, procurement and operations functions governed by the 171– and 300–series of regulations and manuals.

**TABLE 300-1**

**DATA AUTOMATION PROGRAM RECORDS**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | specific data systems planning records | records defining the system and its objectives, request to establish the ADS or ADPS, authorizing directives, studies comparing present and proposed systems, cost analyses, ADPE requirements, tangible benefits, expected savings, priority schedules, design plans, equipment resources (these include Data Automation Requirements (DARs), Data Processing Directives (DPDs), Data Processing Plans (DPPs) and economic analyses) | at HQ USAF/ MAJCOMs/SOAs | retire as permanent when system is discontinued. |
| 2 | | | at ADP units | destroy 5 years after implementation date. |
| 3 | | | disapproved systems | destroy 5 years after final action. |
| 3.1 | | | at AFDSDC for configuration management purposes | destroy when ADPS is discontinued or totally redesigned (see note 2). |
| 3.2 | | system development notifications (SDNs) (World–wide Military Command and Control System) | | |
| 4 | system test records | system test specifications, test runs, machine listings of test date and test results | an approved system | destroy 1 year after discontinuance of the system. |
| 5 | | | a disapproved proposed system | destroy 1 year after final action. |
| 5.1 | | AF Form 1815, Difficulty Report (DIREP), or similar deficiency or discrepancy report | invalid | destroy after 6 months. |
| 5.2 | | | valid reports which constitute a systems deficiency notification | destroy after 1 year. |
| 6 | program and progress reports | reports on planning operation of, or operating ADS/ADPS at their bases | at HQ USAF | retire as permanent. |
| 7 | | | consolidated reports at MAJCOMs/SOAs | destroy 1 year after the system becomes operational. |
| 8 | | | at major subordinate commands | |
| 9 | | | at MAJCOMs/SOAs | destroy after consolidated report is prepared. |
| 10 | | | at bases | destroy after 6 months. |
| 11 | planning records | master plans, feasibility studies with associated charts and diagrams, and supporting data such as correspondence, studies, reports and any other data that reflect on the characteristics of the data automation activity | at HQ USAF and MAJCOMs | retire as permanent. |
| 12 | program management | development of plans, policy and procedures governing the management and operation of the ADP program | at policy determination levels | |
| 13 | data elements and codes standardization | AF Forms 247 and supporting records associated with all data standardization programs for ADS/ADPS, DD Forms 1625 and supporting records on DOD standard data elements and codes, other Federal or national agencies standardization requests and justification for data systems | approved requests at AFDSDC and approved requests for unique codes at MAJCOMs/SOAs which are maintained as background/research material | destroy 3 years after data element or code is cancelled/terminated. |

TABLE 300-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 14 | | | copies of approved requests maintained by originator | destroy after 2 years or on publication of the data elements and related features, whichever is sooner. |
| 15 | | | disapproved requests | destroy after 2 months. |
| *16 | (RESERVED) | | | |
| 17 | (RESERVED) | | | |
| 18 | computer-sharing reports | quarterly reports of ADP service provided to another agency or obtained from a commercial source | | destroy after 3 years. |
| 19 | systems design specifications for systems for which related magnetic tape data is authorized for blanking | records containing operating procedures for implementation of a specific data system, including details of computer technique logic charts, and input/output record flow data | at ADP units | destroy after final magnetic tape records produced by system have been blanked. |
| 20 | systems design specifications for systems for which related magnetic tape data is not authorized for blanking | | | retain with the related magnetic tape. |
| 21 | summary control statement | a narrative and statistical summary of status and progress of principal programs and objectives | | destroy when superseded, obsolete or no longer needed. |
| 22 | statistical data requests | forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing ADP centers background for the program file, and to control the work flow | approved requests | destroy on discontinuance of the program. |
| 23 | | | disapproved requests | destroy after 3 months. |
| 24 | hardware selection (see note 1) | agency requirements, specifications for hardware, software, and support capabilities of vendors of complete installations or of major peripheral equipment which are selection criteria for procurements in the establishment or modification of an ADP installation | | destroy 2 years after specific configuration of equipment is discontinued. |
| 25 | ADPE purchase requests | informational copies of purchase request forms, purchase approvals/disapprovals and supporting data | at HQ USAF | destroy after 2 years. |
| 26 | | purchase request forms, purchase approvals/disapprovals and supporting data | at procuring activities | see table 70-1, rules 1 and 2. |
| 27 | ADPE utilization and maintenance | forms or cards that equipment operators complete relative to machine use, nonuse or maintenance | at data processing installations (DPIs) | destroy after 1 year. |
| 27.1 | | | at other than DPIs | destroy after 3 years. |
| 28 | | daily detail cards, intermediate summary decks, related magnetic files, and machine listings | | destroy after 3 months. |
| 29 | | monthly summary of cost and utilization reports, card decks, magnetic tape files, and machine listings | | destroy after 3 years. |
| 30 | | cards, magnetic tapes, and associated machine listings produced in the process of creating management products from the monthly summaries | | requiring agency establishes disposition. |

**TABLE 300-1. CONTINUED**

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 31 | | monthly summaries of ADPE cost and utilization report, EDPS by application and hours of use reports, card decks, tape files, and associated machine listings | at DPIs | destroy after 1 year. |
| 32 | | | at MAJCOMs and intermediate commands | destroy after 2 years. |
| 33 | | | at HQ USAF | destroy after 1 year. |
| 34 | ADPE supply requirements | requirements for cards, paper and magnetic tape reels, and inventory of ADPE supplies | | destroy after 1 year. |
| 35 | ADPE site environment | daily or weekly thermometer/hygrometer recordings | | destroy after 3 years or 90 days after the release of the system from the US government inventory, whichever is sooner. |
| 36 | reutilization and disposition of excess ADPE | records that pertain to the redistribution, reutilization and disposition of ADPE that is excess to needs of activity having physical possession of the property | | destroy after 2 years. |
| 37 | | | at activities having physical possession of the property | see table 68-2. |
| 38 | ADPE accountability | ADP Equipment Inventory Report (RCS: HAF-ACD(M)7104) | at DPIs | destroy after preparation of next report or when no longer needed. |
| 39 | | related records (AF Form 782, Equipment Order, and DD Form 1155, Delivery Order) | at other than DPIs | destroy after 2 years following the date on which the equipment is discontinued. |
| 39.1 | | ADP Equipment Inventory Report (RCS: HAF-ACD(M)7104) and related records concerning the management of ADPE (Equipment Custodians, Accountability Certification, Maintenance Agreement, etc.) | | destroy when no longer needed. |
| 40 | | contractor's invoices for rental and other charges incurred for use of ADPE | at DPIs | destroy after 3 years. |
| 41 | | physical inventory and general ledger account code (GLAC) reconciliation | | |
| 42 | ADPE title transfer | letter of agreement between ADP vendor and AF activity, indicating transfer of title of an item of government-owned ADPE for a like item of contractor-owned ADPE | | retire as permanent |
| 43 | life cycle records | one copy of Program Maintenance Manual, Functional Description, Data Requirements Document, Data Base Specifications, System Subsystem Specifications, Program Specifications, Test and Implementation Plan Test Analysis Report, Operations Implementation/Conversion Documentation, Computer Operation Manual, Operations One-Time Documentation, User Implementation/Conversion Documentation, User Manual, User One-Time Documentation, Development Center User Documentation, prepared in support of each phase within the "life cycle" of the ADS and are part of the project folder that provides ADS background information to the development center responsible for the system (see note 2) | | destroy when the entire ADS is discontinued or the ADS is totally redesigned (see note 3). |

NOTES:

1. Hardware consists of the central processing unit and all of its peripheral devices and recording media.
2. Records described here should not include records covered by other tables and rules (e.g., record sets of publications, record copy of data automation requirement).

3. Records within the project file may be replaced as it is superseded or revised. The project file should contain only current records.

**TABLE 300-2**

**DOCUMENTATION FOR SERVICING MACHINE-READABLE RECORDS**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | input specifications | detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each | for systems for which the related magnetic tape data is authorized for blanking | destroy at time final magnetic tape records produced by system have been scratched. |
| 2 | | | for systems for which the related magnetic tape data is not authorized for blanking | hold with the related magnetic tape. |
| 3 | output (report forms) specifications | detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings | | destroy on termination of system. |
| 4 | application program manual | records reflecting the latest information for a general description of the function use, and methodology of the program consisting of a description of input, files, and output; source and object code listings and flow diagrams showing the logic of the program; description of program output messages; and coding information, test plan, program test, and operating instructions | | |
| 5 | user guides | information used in training or explaining overall system consisting of handbooks, guides to data availability, and procedures for querying files | | hold with systems specifications. |
| 6 | system operating procedures | user oriented instructions: (1) to prepare input data, (2) for control and interpretation of output reports, and (3) for processing work on the computer | for system for which the related magnetic tape data is authorized for disposition | destroy at the time magnetic tape reels are scratched. |
| 7 | | | for systems that require retention of data | hold with file (systems) specifications. |
| 8 | printed final report | statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic tape data | | hold one copy of the printed report with related file specifications. |

TABLE 300-3

NONERASABLE MEDIA

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | ADP program card files | punched cards containing common language source program data (source deck) | | destroy when the source deck is placed on tape or disk and a grandfather backup is achieved. |
| 2 | | machine-punched cards containing coded machine language instructions arranged in proper sequence (object deck) | | destroy after successful completion of a program revision or after related program has been removed from system (see note 5 in table 300-4). |
| 3 | | prepunched utility or processor program card decks used to update installation systems software | | destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system. |
| 4 | | job stream (job stack, job control) card decks used to activate program-processing modules performing a data-processing job | | destroy individual cards or sets of cards when replaced by new cards and when necessary changes (if any) have been made to appropriate data-processing manual (see note 1). |
| 5 | ADP program control cards | punched cards containing data for program control generated by the producer or user | pertinent to a specific run or cycle | |
| 6 | | | for repetitive use and updated either by ADP or user | destroy individual cards after replacement by new cards; destroy control deck 1 year after program has been removed from system, or after system has been discontinued (see note 1). |
| 7 | ADP source data cards (or paper tape as applicable) | punched or paper tape containing data abstracted from source records and used for conversion to magnetic tape or processing on electric accounting machine (EAM) equipment created after January 1, 1970 | held by ADP operational elements as backup to magnetic tape or disk | destroy when related magnetic file has been proven to be satisfactory and has grandfather backup. |
| 8 | | | EAM output listings and reports | destroy after 6 months if used in processing without being converted to magnetic tape. |
| 9 | | | on magnetic tape | destroy after verification of data on related magnetic tape. |
| 10 | | punched cards that contain original entry data with film or written inserts (see note 2) | | destroy in accordance with instructions applicable to the hard copy or other files recording the same process, transaction, or case. |

NOTES:

1. Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management system are considered to be source program decks and should be retained or destroyed in accordance with the criteria of rules 5, 6, 7 of table 300-4.
2. Punched cards are sometimes used as records, such as checks, savings bonds, and requisition forms. In such cases, the functional retention period developed in other tables will apply.

**TABLE 300-4**

**ERASABLE MEDIA (see note 7)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | scratch tape (blank tape) | temporary magnetic tape used by the console operators or tape handlers to facilitate general computer runs such as sort and merge runs | new tape or tape not included in a tape library control or files whose retention dates have expired | available for immediate use or reuse. |
| 2 | test tape | magnetic tape used by programmer for individual run testing of proposed system, and not under library control | at DPI level | dispose after system has accepted or discontinued, whichever is sooner. |
| 3 | | system debugging test data (see notes 2, 3, 4) | | hold until related program is discontinued. |
| 4 | | system acceptance test data (see notes 2, 3, 4) | | |
| 5 | program tape or disk pack | tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem | updated | dispose after third update cycle. |
| 6 | | | the last update of specific EDP application used in a terminated system | dispose after agency exhausts use of tape. |
| 7 | | | required in audit trail (see note 5) | dispose of in accordance with functional guidelines provided by GAO. |
| 8 | raw data input | magnetic tapes containing data abstracted from source records or other media and entered into the system for the first time | used for updating with existing program and required to support reconstruction of master file | dispose of first generation data upon successful completion of fourth processing machine pass. |
| 9 | | | not required to support reconstruction of master file and/or used as input for a one-time study or survey | dispose after raw data is processed into final data and proved satisfactory. |
| 10 | | | officially designated to replace or serve as the basic source data in lieu of the "hard copy" or other input source document | dispose of in accordance with instructions applicable to the "hard copy" or other file documenting the same process, transaction, or case. |
| 11 | working tape (input/output) | tape containing output or control within or from one run to a subsequent run that manipulates, sorts and/or moves data through the systems; includes checkpoint, edit, correction, reject list, unmatched data eliminating error, and rerun tapes | used in an updated system | dispose after subsequent magnetic tapes that contain the accepted detail data have been created and proved satisfactory. |
| 12 | | | used in a one-time study or survey | dispose after master data tape has been proved to be satisfactory. |
| 13 | valid transaction | magnetic tapes containing valid file of items used with a master data tape input file for creation of master data tape output file | partially valid transaction after all outstanding items are liquidated from current status tapes | dispose after third update cycle. |
| 14 | | | valid transaction after cumulative final master tape is prepared and determined to be successful, and there is no necessity for statistical analysis | dispose after third update cycle. |
| 15 | | | used in additional statistical analysis | destroy when no longer needed. |

TABLE 300-4. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 16 | information retrieval system master reference | magnetic media containing data created by the merging of prior master file with valid transaction data to create a new master file (including the security copy tape of data on disk packs) | a cumulative index to scientific and technical publications, and bibliographic and other nonrecord material (see note 1) | dispose after third update cycle. |
| 17 | | | an index to record material such as correspondence, legal hearings, and decisions, patents and trademarks, and record copy of publications | destroy when no longer needed. |
| 18 | scientific magnetic media source data | recording received from experimental sensor instruments for scientific measurements such as outer space orbiting spacecraft, oceanographic and geophysical phenomena, and medical research (including analog tape) | converted or converted only in part to raw data digital magnetic tape media | dispose after meaningful data has been analyzed. |
| 19 | | | not converted or converted only in part to raw data digital magnetic tape media | dispose after determining data will not be converted to raw data digital magnetic tape media. |
| 20 | | magnetic media containing data created either from analog magnetic tape or recorded directly on magnetic digital tape for scientific measurements of astronomic, outer space, and oceanographic phenomena; air and water quality; and medical research measurements | held in national data centers | destroy when no longer needed. |
| 21 | | | not duplicated in national data centers | |
| 22 | | | duplicated in national data centers | dispose after determining data is not required outside the data centers. |
| 23 | | | not calibrated or validated | dispose after subsequent magnetic tapes containing the accepted data have been created and proved satisfactory. |
| 24 | summary data file | magnetic tape containing aggregates of individual observations from valid transaction or master data files that are disaggregates of published data | substantially unpublished, such as tapes containing data that are disclosure free | destroy when no longer needed. |
| 25 | publication tape | magnetic tape containing source output data extracted from the system (without destroying the source tapes) | reproduced and disseminated as a publication or used for reproducing a printed publication | record copy is permanent record (see table 5-1). |
| 26 | print tape | | used for producing required printouts of tabulations, ledgers, tables, registers, and reports | dispose after output has been released and approved. |
| 27 | reformatted data file | magnetic tape containing essentially duplicate data from the master data file but which is created for use with other computer hardware systems | created for the specific purpose of information interchange | dispose of as provided for master data tape. |
| 28 | | | of specific application for agency computer hardware systems | dispose when determination is made that such format is unnecessary. |

TABLE 300-4. CONTINUED

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 29 | sample and subsample data files | magnetic tape containing individual observations selected from a larger census or survey file such as stratified or pure random sample files with or without weighting factors | disclosure free useful in statistical analysis or policy formulation models and simulation studies | destroy when no longer needed. |
| 30 | security backup file | magnetic tape that is identical in format to master tape retained as security in case master tape is damaged or inadvertently erased | updated | dispose of after 3rd update cycle. |
| 31 | | | a one-time study or survey | destroy when no longer needed as determined by each individual DPI. |
| 32 | magnetic tape library control/transaction records | card decks and magnetic tape files | | destroy card decks and dispose of magnetic tapes after the fourth update cycle is created. |
| 33 | | machine listings | | destroy after 3 months (see note 6). |
| 34 | | transaction slips | | destroy after 3 months or when no longer needed, except table 205-1, rule 2, applies when the slips serve to account for classified matter. |
| 35 | other agency files | magnetic tape created by other agencies not altered substantially by recipient | | destroy when no longer needed. |

NOTES:

1. The term "dispose" in column D is synonymous with the terms "scratch", "erase", and "blank." "Cumulative data," in rule 16, implies no earlier data is deleted in the present pass.

2. This type of data is differentiated from simple debugging test data in that the data set is used to exercise all possible data system options within the complete set of programs. System debugging test data means data used to debug individual programs or groups of programs prior to final acceptance testing. It must be retained until the related program is discontinued.

3. Acceptance test data may also be contractually defined specification or item in software systems being procured and it or a listing of it may have to be kept with the contract file. Disposition applicable to the contract file would apply to this acceptance test data.

4. In other cases, particularly in systems where accounting for funds is involved, it may be required that the files be kept until a particular version of a system has been audited and approved by the GAO. Retention periods in this case will be in accordance with the specific functional file. This means that specific acceptance test data sets might have to be kept for the life of the particular version of a software system or until all records produced under that system have been disposed of.

5. Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive for long-term storage and there is usually a backup copy of the system on magnetic tape. In these cases, the tape copy of the program together with all relevant documentation may be used in lieu of the disk pack version. Either source or object versions of the system may be used for this purpose.

6. Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.

7. Erasable media consist of magnetic tape (analog, digital), drums disk, disk packs, data cells and other devices that store data in an erasable mode.

TABLE 390-5

AUTOMATED DATA PROCESSING SYSTEMS (ADPS) SECURITY RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Worldwide Military Command and Control System (WWMCCS) | records defining the WWMCCS and its objectives, providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS ADP systems; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS ADP site into a secure responsive teleprocessing network | at HQ USAF/MAJCOMs/SOAs and designated WWMCCS ADP sites | destroy when superseded, obsolete, or no longer needed. |
| 2 | threat and risk assessment document | records used to appraise the Designated Approving Authority (DAA) of relative risk(s) versus functional or operational impact of any anticipated threat to ADP systems or sites | | |
| 3 | user identification/passwords | a plain text or computer language set of characters which uniquely identifies any authorized office, person, or staff agency who may directly have access to, use and receive products or services (hardware or software) from an ADPS computer facility or terminal | at ADPS facilities | |
| 4 | ADP system security document | records which describe ADPS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security installation criteria | at MAJCOMs/SOAs and ADPS facilities | |
| 5 | ADPS test reports | reports containing data reflecting on the intermediate or final results of ADP system security features of software/hardware and other tests prepared by civil agencies under contract to the government, federal agencies and other military services | at HQ USAF/MAJCOMs/SOAs or AFDSDC, which are prepared by or for AF at preparing activities | hold in office area 5 years; then destroy when no longer needed. |
| 6 | | | at HQ USAF/MAJCOMs/SOAs, which are received from other military services or federal agencies | destroy when no longer needed. |
| 7 | ADPS security record(s) | record(s) defining ADPS security program(s) for a specific ADPS facility and its objectives, providing each with the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable ADPS; and prescribes minimum requirements, standards, criteria and specifications for interfacing each ADPS facility into a secure, responsive teleprocessing network; also any type of reports which relate to ADPS audit compliance with security procedures | | destroy when superseded, obsolete or no longer needed. |
| 8 | ADP operational publications | microform which describes the ADPS and the classification; microform copy of the computer operation manual (OM) and users manual (UM) and program maintenance manual (MM) of each ADPS which are not part of record sets of publications | at MAJCOMs/SOAs and ADPS facilities | destroy when ADPS is discontinued, superseded or totally redesignated. |
| 9 | ADP security incident reports | reports used to identify common AF ADP security problems and/or permit the alerting of AF ADP activities of high probability security threat manifestation | | destroy after 1 year. |
| 10 | ADP contingency planning | records to provide for achievement of the AF ADP security program's purpose when ADP security measures fail | | destroy when superseded, obsolete or no longer needed. |
| 11 | approval of an ADPS to process classified information | Designated Approval Authority approval/disapproval letter, data processing installation (DPI) security plan, security test and evaluation, and other records | approved | destroy after ADPS is retired or approval is superseded. |

TABLE 300-3. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | | | disapproved | destroy 1 year after disapproval. |
| 13 | ADPS entry control | registers of personnel requiring access in ADPS restricted or controlled areas | at MAJCOMs/SOAs and ADPS facilities | destroy after 1 year. |

**310. Contractor Data Management.** This table covers records for managing data required by and acquired from Air Force contractors.

TABLE 310-1

MANAGEMENT OF CONTRACTOR DATA

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | data item description (DID) | a case file on each standard modified or unique (U) data item containing data item description form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors | at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs) | destroy 1 year after completion of the contract. |
| 1.1 | | a case file on each R&D data item | at intermediate data management offices and PDMOs | destroy on completion of the related contract. |
| 2 | requirement for data to be acquired from industry and DoD agencies under terms of a contract | data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections, and surveillance actions | at PDMOs | destroy on completion of the program. |
| *3 | command contractor data management review board | minutes, findings, actions, recommendations | with HQ AFSC Co-Chairman | see note 1. |
| *4 | | | with members | destroy immediately. |
| *5 | data management program, policy evaluation | studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews | at MAJCOM data management offices | destroy when no longer needed (note 2). |
| *6 | | | at other than MAJCOM data management offices | |

NOTES:

1. Transfer Rule 3 records located in current files area to the DOD clearance officer as successor in function to the Board. All rule 3 records already stored in Federal Records Centers are authorized for immediate disposal.
2. Records are not authorized for retirement to Federal records centers. Any records already stored there should be returned to the retiring activity for appropriate disposal.

**320. Value Engineering.** This table covers records pertaining to policies, procedures, and actions required in the implementation of the Air Force Value Engineering Program.

TABLE 320-1

VALUE ENGINEERING PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | value engineering | policies and implementing instructions | at HQ USAF and MAJCOMs | retire as permanent (see note). |
| 2 | | | below MAJCOMs | destroy after 5 years. |
| 3 | | procedures, actions and status reviews of the value engineering program | | |
| 4 | implementing plans | objectives, task descriptions management reviews, in-house projects and related activity records | below HQ USAF | destroy 1 year after rescission or supersession. |
| 5 | evaluations and reports | statistical summaries of value engineering actions and related records | | destroy 3 years after close of FY. |

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.

**355. Disaster Preparedness.** This table covers records pertaining to disaster preparedness.

**TABLE 355-1**
**DISASTER PREPAREDNESS**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | (RESERVED) | | | |
| *2 | nuclear/biological/chemical (NBC) conventional attack, warning and reporting, detection, decontamination, damage assessment and related activities | | | see table 55-6, rules 1, 2 and 3. |
| 3 | accidents involving NBC materials or components and other accidents as defined by AFR 355-1 | USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFR 355-1 | at HQ USAF | destroy after 30 years. |
| 4 | | | at field activities providing assistance | destroy after 2 years or on inactivation of the activity, whichever is sooner. |
| 5 | | | information copies | destroy when no longer needed. |
| 6 | unit training exercises | reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise | | destroy after 2 years. |
| 7 | | | information copies | destroy when superseded or no longer needed. |
| 8 | natural disasters | reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data | at HQ AFRES | destroy after 5 years. |
| 9 | | | at field activities providing assistance | destroy after 2 years or on inactivation of the activity, whichever is sooner. |
| 10 | | | information copies | destroy when no longer needed. |
| *11 thru 13 | (RESERVED) | | | |
| 14 | civil disorders | reports, messages and other data | at MAJCOMs and subordinate commands providing assistance | destroy after 2 years or on inactivation of the activity, whichever is sooner. |
| 15 | | | information copies | destroy when no longer needed. |
| 16 | equipment | correspondence, research and development evaluations, procurement, utilization, and other informational data | at MAJCOMs and below | destroy when no longer needed. |
| 17 | | inspection records for radiac equipment (see T.O. 11H4-1-5) | at field activities | destroy 24 months after date of last entry, if no other current data is on the form. |
| 18 | | action copies of unsatisfactory conditions experienced | | see table 66-1. |
| *19 | protective shelters | correspondence, messages and related records pertaining to marking, stocking and inspecting | | destroy when superseded or no longer needed. |
| *19.1 | | correspondence, messages, and related records pertaining to collective proteaction and contamination control areas | at MAJCOM and below | |

TABLE 35-1. CONTINUED

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 20 |  | surveys | at installation disaster preparedness and base civil engineer offices | destroy when superseded or unit/installation is inactivated. |
| *20.1 |  | reports, correspondence, messages, pertaining to operations at shelters, to include fallout Time History Charts, Explosive Control Data and shelter activity logs | at installation civil engineer offices | destroy when superseded or unit/installation is inactivated, whichever is sooner. |
| *21 | disaster support group and disaster response force | correspondence, messages and related records | at MAJCOMs and below | destroy after when no longer needed to support other rules in this table. |
| 22 | NBC transactions not covered elsewhere in this table | correspondence, messages and other records relating to matters not affecting administration or policy | at MAJCOMs and below | destroy after 1 year or when no longer needed, whichever is sooner. |
| 23 | military support to civil agencies | reports, messages and related records | at HQ AFRES and originating agencies | destroy after 2 years. |
| 24 | (RESERVED) |  |  |  |
| 25 | military support to civil agencies |  | information copies | destroy after they have served their purpose. |
| 26 | assistance agreements | formal agreements to which two or more agencies are signatories. | at originating agencies | destroy when superseded, rescinded or on inactivation of the unit, whichever is sooner. |
| *27 |  |  | information or review copies | destroy when superseded or no longer needed. |
| *28 | plans | concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports |  | destroy when obsolete or superseded. |
| *29 |  | plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters |  |  |
| 30 | support plans | records similar to those described in rules 28 and 29 above, developed in support of or received from subordinate echelons, lateral commands and other defense agencies for monitoring purposes and/or for coordination of planned operations | at MAJCOMs and below | destroy when superseded or obsolete. |
| 31 | (RESERVED) |  |  |  |
| 32 | planning board or staff meeting | minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness | at MAJCOMs and below | destroy after 1 year (also see table 25-3.) |
| 33 | disaster preparedness training | training outlines, lesson plans, methods and test sheets | at MAJCOMs and below | destroy when superseded or obsolete. |
| 34 |  | on-the-job training (OJT) |  | see table 35-1 and table 50-1. |
| 35 |  | listing of personnel who have taken specialized disaster preparedness training courses |  | destroy when superseded. |
| *36 |  | individual training records | completely filled in | destroy when no longer needed. |
| *36.1 |  | training records on individuals removed from specialized teams but remaining on station | inactive forms forwarded to Disaster Preparedness Officer/Noncommissioned Officer (NCO) or training NCO | destroy when individual separates from station. |
| 37 |  |  | on individuals transferred to another base | send to gaining organization. |

TABLE 355-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 38 | | | on individuals discharged from service | destroy immediately. |
| *39 | staff assistance visits | reports and related correspondence | at MAJCOMs and below | destroy when obsolete or superseded. |

**400. Logistics.** These tables contain disposition instructions for records created or accumulated in connection with logistic planning, policies, and support, encompassing supplies, equipment, transportation, maintenance, construction, and operation of facilities, movement of personnel, and other similar services to render the military force efficient and effective in both combat and noncombat operations, including implementation, execution, and administration of Hi–Valu, Grant Aid, Security Assistance Program, and USAF Mutual Security Military Sales programs, cross-servicing between the AF and air arms of other NATO nations; foreign military facilities program.

TABLE 400-1

SECURITY ASSISTANCE PROGRAM RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | Journal of Military Assistance | a quarterly publication which includes statistical and control-type data, summaries of status, and progress of principle programs and objectives | at HQ USAF | retire as permanent. |
| 2 | | (RESERVED) | | |
| 3 | | supporting records, including miscellaneous statistical data, political messages and reports, coordination and/or comments from OSD, Army, and Navy covering tri-service programs, and related correspondence | at HQ USAF | retire as permanent. |
| 3.1 | (RESERVED) | | | |
| 4 | records of AF sections of MAAGs and missions | program directives, materiel guidance records, etc., and requisition case files | | retire as permanent. |
| 5 | | copies of records used for requisitioning and delivery of materiel and services; also similar-type supply transactions processed according to MILSTRIP, MILSTAMP, and UMMIPS procedures | | destroy when no longer needed. |
| 6 | foreign military sales (FMS) | case files which contain all records required to monitor and process the sale and delivery of materiel and services to eligible foreign countries from receipt of the USAF case directive to final accounting and closing of the case, including copy of the USAF directive, letter of request, letter of offer and acceptance, supply transactions, program changes, procurement data, requisition data, delivery listings, shipping information, closing action and related correspondence | at HQ USAF, HQ AFSC, HQ AFLC, HQ ATC, ALCs and monitoring activities | destroy 10 years after FY in which case is closed. |
| 6.1 | | | (RESERVED) | |
| 7 | | reports, such as FMS deliveries and/or services performed, which contain all actual materiel, training, and services provided to eligible foreign countries | at performing organizations | destroy when no longer needed, provided information thereon has been made part of a case file. |
| 8 | | delivery lists and detailed delivery cards | at AFAFC activities | see table 177-3. |
| 9 | | reports, such as FMS forecast of deliveries report, part I-status of FMS (open cases only) quarterly report; part II-status of FMS (closed cases only) annual report | at HQ AFAFC | destroy 10 years after period of report. |
| 10 | | | at other than HQ AFAFC | destroy when superseded by an updated report, or when no longer needed. |
| 11 | | data processing records, such as punch cards, suspense listings, checklists, proof lists, monitor lists, error lists, and similar data | | destroy 60 days after item action or terminal reports have been prepared. |
| 12 | grant aid automated program control data | transaction source data in card format, such as DMA5, P&R, commitments, corrections, MASL, delivery, supplemental program directives, requisition status, routing identifier, GL 188, as requested data and forecast data | | destroy 7 calendar days after cards have been converted to the source data input tape. |

TABLE 400-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 13 | | daily source data input tape for run BFOO | | hold 10 calendar days; destroy after data has been input to the basic system. |
| 14 | | daily source data input tape for run BDOO | | hold 30 calendar days; destroy after data has been input into the basic system. |
| 15 | | detail delivery data | | hold on tape for 1 FY after retirement of the program line; produce and furnish a hard copy to the appropriate finance and accounting activity for later retirement to WNRC. |
| 16 | | requisitions and status data for Security Assistance Program line | | delete from the permanent history tape at the time the Security Assistance Program lines are retired. |
| 17 | grant aid reporting | monthly detail supply performance reports, and monthly MSAF detailed supply performance report | at MAJCOMs and above | retire as permanent. |
| 18 | | | below MAJCOMs | destroy after 1 year. |
| 19 | | quarterly summary of Security Assistance Program performance and forecast | | destroy after 3 years (EXCEPTION: when inactive, retire the 30 June report to WNRC as permanent). |
| 20 | | military assistance article and service list used to provide price, source availability, and leadtime data for use by the unified commands and military departments | | destroy when superseded by an updated report. |
| 21 | grant aid country files | requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, and related correspondence | at performing activities | destroy 5 years after completion of supply action. |
| 22 | | copies of listings, suspense data, transcript sheets, and similar-type data | at coordinating, operational, and supporting activities | destroy when no longer needed. |
| 23 | munitions control case files | completed control case files pertaining to the issuing of munitions export licenses for the sale of items on the US Munitions List to foreign free world and other than free world governments, containing requests for sales, munitions export licenses, concurrence or nonconcurrence, justification for actions, and related papers | at HQ USAF | destroy after 10 years. |
| 24 | strategic trade control case files | completed control case files pertaining to the exportation of materials and equipment to free world and other than free world governments, containing requests for control/decontrol, concurrence or nonconcurrence, justification for actions, and related papers | | |

TABLE 400-2

PROPULSION AND GAS TURBINE POWER PLANT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | propulsion centralized accounting | debit/credit records, master tape, reports, stock record accounts, DoD single line item release/receipt records, materiel inspection, and receiving report | at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the AF inventory | cut off on loss of engine by exchange, transfer, donation or sale and determination of property accountability; hold 2 years and destroy (EXCEPTION: supporting records reflecting disposition of propulsion units terminate from the central account are destroyed 12 years after the engine has been dropped from the AF inventory; the Central Account will retain gain and loss information for 12 years after the TM engine has been terminated from the AF inventory). |
| 2 | | engine status report | held by the engine manager at the reporting activity | destroy after 1 year or when no longer needed, whichever is sooner. |
| 3 | | | at activities reporting to the base engine manager | destroy 30 days after submission of the succeeding report. |
| 4 | engine reporting | semiannual aircraft engine reclamation and rework/repair report | at HQ AFLC | destroy 12 years after the engines are dropped from AF inventory. |
| 5 | | | at other than HQ AFLC | destroy after 1 year or when no longer needed, whichever is sooner. |
| 6 | | requirements/inventory analysis report (RIAR) (aircraft/missiles) | prepared by Engine Inventory Manager ALC and submitted to HQ AFLC and HQ USAF semiannually on completion of requirements and overhaul computation | destroy 3 years after close of the buying year. |
| 7 | | interservice engine reports | consolidated at HQ AFLC | destroy 12 years after the engines are dropped from AF inventory. |
| 8 | | | at other than HQ AFLC | destroy after 2 years or when superseded, whichever is sooner. |
| 9 | | (RESERVED) | | |
| 10 | | (RESERVED) | | |
| 11 | | worldwide engine inventory summary report | prepared and distributed by OC-ALC to HQ USAF, HQ AFLC, and EIM monthly to reflect worldwide inventory by type, model and series | destroy 12 years after the engines are dropped from AF inventory. |
| 12 | | | at other than HQ USAF and HQ AFLC | destroy after 2 years or when superseded, whichever is sooner. |
| 13 | | (RESERVED) | | |

**Resources conservation policies and procedures governing the effort to reduce the cost of operating the Defense establishment without degrading mission effectiveness are covered by this table. Its present scope in the AF requires participation by all AF activities and personnel worldwide, and this program gives the AF a formal system for measuring the effects of new policies, procedures, and ideas, and for evaluating the results of increased management attention to day-to-day problems.**

**TABLE 400-3**

**RESOURCES CONSERVATION (RECON) PROGRAM RECORDS**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | AF resources conservation program | resources conservation program individual savings action, RECON program summary, auditor evaluations and reports, functional evaluations, comparable forms and related records | at MAJCOMs and bases | destroy 1 year after close of the FY in which savings are reported. |
| 2 | | | at HQ USAF | retire as permanent. |
| 3 | | records at all levels required to support individual savings for the period in which such savings are reported | | destroy 1 year after close of the FY in which savings are reported. |

**TABLE 400-4**

**LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | Logistics Performance and Evaluation System (LPMES) | LPMES, related correspondence, consolidated reports, and DoD summaries | | destroy 2 years after the applicable fiscal year. |

**TABLE 400-5**

**PRECIOUS METALS RECOVERY PROGRAM**

| R<br>U<br>L<br>E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | reclamation and use of precious metals | forms, reports, logs, accountability records and correspondence | at HQ USAF/MAJCOMs/major subordinate commands | destroy after 2 years. |
| 2 | | | below major subordinate commands | destroy after 1 year. |

**401. Materiel Programming.** This table covers records pertaining to planning, organizing, directing, executing, and managing the AF Materiel Procurement Program. This program consists of the specific quantities of weapon/support systems, selected item, or categories of materiel funded from the procurement appropriations for a particular program year.

TABLE 401-1

MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS

| R U L E | A<br>If the records are or pertain to | B<br>consisting of | C<br>which are | D<br>then |
|---|---|---|---|---|
| 1 | directives, HQ USAF-approved program | | at HQ USAF, HQ AFLC, HQ AFSC and HQ ESC | retire as permanent. |
| 2 | directives, program status reports, contractual maintenance requirement data | | | destroy 3 years after completion of obligations covered by the buying program. |
| 3 | status reports and related data | | at HQ USAF and HQ AFLC | destroy after completion of the program, or 90 days after superseded, whichever is sooner. |

**806. Acquisition Management.** This table pertains to planning, organizing, coordinating, directing, and controlling the AF weapon/support/control systems. Weapon systems records applicable to specific functional areassuch as programming, research and development, procurement, supply, maintenance, training, security, and operationsare placed in the series covering the specific functional area.

TABLE 806-1
ACQUISITION MANAGEMENT RECORDS

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | system acquisition program files | initial required operational capability (ROC), development concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, and decisions accomplished in the conceptual phase of the acquisition life cycle | at planning activities having primary responsibility for approved systems | send to system program office on program approval. |
| 2 | | | at planning activities having primary responsibility for systems terminated during the conceptual phase | destroy 10 years after the termination of program (see note 1). |
| 3 | | | at system program offices | retain under rule 5. |
| 4 | | | at other activities | destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. |
| 5 | | program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle | at system program offices | destroy 30 years after the system is terminated or phased out of the inventory. |
| 6 | | | at monitoring, supporting, testing, and participating activities | destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. |
| 7 | Program Management Responsibility Transfer (PMRT) and Turnover Package Files | support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system | at system program offices | send to using/supporting command in accordance with the PMRT and turnover agreement. |
| 8 | | | at system program offices but not needed by the using/supporting command or when no such command exists | destroy 6 years after the system is phased out of the inventory or terminated (see note 2). |
| 9 | | | at the using/supporting commands | |
| 10 | | | at monitoring, supporting, participating and testing activities | destroy on completion of the transfer or termination of the system. |
| 11 | selected acquisition reports | quarterly reports | | destroy 3 years after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. |

TABLE 800-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 12 | memorandums of agreement (MOAs) | documents negotiated between contract management organizations and program offices for contract administration support | at HQ AFCMD, AFPROs,AFCMOs, program managers, and monitoring organizations | destroy when superseded or on termination of contract administration support of the program. |
| 13 | DoD plant cognizance program case files | questionnaires, agreements and related records created under the DoD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DoD Military Departments and Defense Agencies when the Air Force is the executive agency | at HQ AFCMD | destroy 10 years after plant cognizance has been transferred from HQ AFCMD. |
| 14 | | | at AFPROs and monitoring organizations | destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner. |
| 15 | defective parts and components control program | government-industry data exchange program forms (ALERT) | at system program offices | destroy on inactivation. |

NOTES:

1. Destroy materials related to on-going programs when no longer needed.
2. Destroy records placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.

**900. Awards, Ceremonies, and Honors.** Tables in this series cover records pertaining to decorations, organizational emblems, memorialization program, awards not covered elsewhere in this regulation, and the suggestion program.

**TABLE 900-1**

**HONORS AND AWARDS (see note 1)**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | special honors, trophies and awards | records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the General Curtis E. LeMay Personnel Services Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence | at HQ USAF | retire as permanent. |
| 2 | | | at initiating activities | destroy after 2 years. |
| 3 | | | at intermediate headquarters and all nonselected nominations | destroy after 1 year. |
| 4 | (RESERVED) | | | |
| 5 | memorialization program | case files accumulated by AFMPC/MPCASA and each level of command in naming AF bases, streets, buildings, recreational activities, etc., in honor of outstanding individuals | at HQ AFMPC/MPCASA or initiating activities | retire as permanent. |
| 6 | | | at major and subordinate commands | destroy 1 year after completion of case. |
| *7 | organizational emblems | copies of official emblem elements, approvals, records resulting from changes in emblem, and copyright releases | at initiating activities | forward to HQ USAFHRC/RIO on inactivation of activity. |
| *8 | | | at intermediate headquarters | forward to USAFHRC/RIO when no longer needed. |
| *9 | | | at HQ USAFHRC/RIO | retire as permanent (see note 3). |
| 10 | decorations to individuals (military and civilian personnel) | case files of recommendations, decisions, announcements of awards, minutes of awards board meetings, and related correspondence | approved recommendations maintained by approving authorities | destroy after 1 year. |
| 11 | | | disapproved recommendations maintained by disapproving authorities | destroy after 2 years (see note 2). |
| 11.1 | | | approved/disapproved recommendations maintained by initiating and intermediate monitoring headquarters | destroy after decoration has been awarded or 1 year after disapproval. |
| 12 | decorations to foreign nationals and US citizens not employed by US Government | | | retire as permanent 2 years after completion of case. |
| 13 | decorations to units | | approved and disapproved recommendations | destroy 2 years after completion of case. |
| 14 | decoration recommendations forwarded to lower headquarters | Records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award | | destroy 2 years after completion of action. |
| 15 | favorable communications | records not required for processing under AFR 900-48 | | destroy after 1 year. |

TABLE 900-1. CONTINUED

| R U L E | A | B | C | D |
|---|---|---|---|---|
|  | If the records are or pertain to | consisting of | which are | then |
| 16 | outstanding personnel programs, e.g., outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative | personal data, letters of nomination, photographs, and related papers | selected nominees |  |
| 17 |  |  | nonselected nominees | destroy after 6 months. |
| 18 |  |  | minutes of board meetings | destroy after 1 year. |
| 19 | miscellaneous AF activity-sponsored programs | announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs | programs designed to promote espirit de corps, recognition, such as beauty contests, dining hall of the month, or operator of the month | destroy after 2 years or when no longer needed, whichever is sooner. |
| 20 | safety awards | nominations and other records relating to awards for outstanding achievements in the prevention of accidents | approved awards (record copy) | destroy after 2 years. |
| 21 |  |  | disapproved awards (record copy) | destroy after 1 year or when no longer needed, whichever is sooner. |
| 22 |  |  | other than rules 20 and 21 |  |
| 23 | Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards | reports, photos, maps and correspondence relating to award nominations | approved awards at HQ USAF/LEE | destroy after 3 years or when no longer needed, whichever is later (see note 4). |
| 24 |  |  | approved awards at installations receiving award | destroy on submission of next annual entry or when no longer needed, whichever is later (see note 4). |
| 25 |  |  | disapproved awards |  |
| 26 | AF maintenance awards | applications and background material, and related records | approved recommendations at HQ USAF | destroy after 2 years. |
| 27 |  |  | disapproved recommendations at HQ USAF |  |
| 28 |  |  | approved and disapproved recommendations at intermediate headquarters | destroy after 1 year. |
| 29 |  |  | approved recommendations at initiating activities | destroy after 2 years. |
| 30 |  |  | disapproved recommendations at initiating activities | destroy after 1 year. |
| *31 | civil engineering awards program | case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence, and comparable programs | approved awards | destroy after 2 years or when no longer needed, whichever is later. |
| 32 |  |  | disapproved awards | destroy on submission of next FY competition or when no longer needed, whichever is later. |

**TABLE 900-1, CONTINUED**

| R U L E | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 33 | transportation awards | supporting documentation relating to annual transportation awards | | destroy after 1 year. |
| 34 | (RESERVED) | | | |
| 35 | air traffic control annual awards | records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related data | documentation of selected individual/facility, board documentation, and related correspondence at HQ AFCC | destroy after 2 years. |
| 36 | | | documentation of nonselected individuals/facilities and all records other than in rule 35 | destroy after 1 year. |
| 37 | aircraft "save" awards | exemplary service reports, certificates, review board documentation, and related data | approved awards at HQ AFCC | destroy after 2 years. |
| 38 | | | disapproved awards at HQ AFCC | destroy after 1 year. |
| 39 | | | certificates at units to which issued | destroy on inactivation of unit, or when obsolete, whichever is sooner. |
| 40 | | | all others not covered by rules 37, 38, and 39 | destroy after 1 year. |
| 41 | air weapons controller badge | applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge | at approving/disapproving or intermediate levels | destroy after 1 year. |
| 42 | air traffic controller badge | applications and related records for award of air traffic controller badge | at approving/disapproving or intermediate levels | destroy after 1 year. |
| *43 | AF Administration Awards | nominations, minutes of meetings, selectees, nonselectees, and other records relating to awards authorized IAW AFR 900-35 | at HQ USAF | destroy after 3 years or when no longer needed, whichever if later. |
| *44 | | approved and disapproved recommendations and related records | at intermediate headquarters | destroy after 2 years. |
| *45 | | | at initiating activities | destrot after 1 year. |

NOTES:

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 35-1).
2. EXCEPTION: On disapproval of a recommendation, disapproving authority will immediately forward one copy of the document announcing decision and a copy of the proposed citation annotated "Disapproved" for each individual, to be filed in the member's Master Personnel Record Group.
3. Offer to the National Archives when no longer needed by HQ USAFHRC/RIO for on-site reference.
4. Not authorized for retirement to federal records centers.

READEX FICHE

TABLE 900-2

SUGGESTION PROGRAM

| RULE | A | B | C | D |
|---|---|---|---|---|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | suggestions, inventions and scientific achievements | forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence | at suggestion program offices at all levels | destroy 1 year after final action (see notes 1 and 3). |
| 2 | | | at evaluating offices | destroy 1 year after final action (see notes 2 and 3) (EXCEPTION: suggestion that becomes part of another file—for example, on changes to a directive—becomes part of the directive background file). |
| 3 | | minutes of meetings or memoranda for record showing action taken | at suggestion program offices at all levels | destroy 2 years after approval or disapproval. |
| 4 | products from the Suggestion Program Data System (SPDS) which are mechanically produced output products | transcription records of a card deck used to produce a report or the report itself which serve diversified purposes | | destroy when superseded or no longer needed (see note 4). |
| 5 | reports, controlled and uncontrolled | tabulations, summaries, feeder reports or information | at suggestion offices | destroy when no longer needed (see note 4). |
| 6 | data files created by the Suggestion Program Data System | magnetic computer tapes | at the servicing Base-Level Processing Installation (DPI) | destroy upon expiration of cycle retentions requirements listed in AFM 171-132, Volume I. |

NOTES:

1. For suggestion program offices, final action is date of approval of an award or written notification of nonadoption.
2. For evaluating offices, final action is the date the suggestion is implemented. Final action on suggestions not implemented is the date of disapproval.
3. If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; see AFR 12-50, volume I, chart 4-1, note 2.
4. Not authorized for retirement to a federal records center.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES A. GABRIEL, General, USAF
Chief of Staff

NORMAND G. LEZY, Colonel, USAF
Director of Administration

1 Attachment
Alphabetical Index of Tables

SUMMARY OF CHANGES

This regulation now applies to all Air Force Activities, including the Air National Guard, Reserve Forces, and contractors who create, accumulate or manage Air Force records. The decision logic tables (DLTs) have been updated to show the latest terminology, correct addresses, office symbols of referenced activities, and retention periods for Air Force records. Editorial changes to the DLTs clarify the description of documentation and standardize wording and format. Rules have been revised, deleted, and added in the appropriate tables. Tables have been added.

DISTRIBUTION: F; X:

| | |
|---|---|
| National Archives and Records Administration (NIR), Wash DC 20408 | 20 |
| HQ DA (DAAG-AMRC), Alexandria VA 22331 | 2 |
| Dept of Navy (Naval Data Automation Command, Code 17), Washington Navy Yard, Building 166, Wash DC 20374 | 2 |

| | |
|---|---|
| **DLA-XAM, Cameron Station, Alexandria VA 22314** | **1** |
| **HQ AAFES (Records Mgt Office), Dallas TX 75222** | **1** |
| **OSD/WHS (Records Management), Wash DC 20301** | **1** |

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